**Mansi Grover**

6/69 Old Rajinder Nagar

New Delhi**,** 110060,

India.

**Mobile No.:** 9999597391 (Delhi)

**Email:** [grover.mansi24@gmail.com](mailto:grover.mansi24@gmail.com)

**OBJECTIVE**

To achieve excellence in my career and make innovative contribution towards

the growth and development of the organization. I would like to shoulder increased

responsibilities and move on the high echelons of the firm.

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **UNIVERSITY/ BOARD** | **INSTITUTE/ SCHOOL** | **AGGREGATE MARKS** | **YEAR OF PASSING** |
| MBA (FINANCE AND MARKETING) | G.G.S.I.P UNIVERSITY | DELHI INSTITUTE OF ADVANCED STUDIES | 60.87% | 2014 |
| B.COM (P) | DELHI UNIVERSITY | SCHOOL OF OPEN LEARNING | 50.15% | 2011 |
| SENIOR SECONDARY EDUCATION | C.B.S.E BOARD | SALWAN PUBLIC SCHOOL | 77.40% | 2007 |
| HIGHER SECONDARY EDUCATION | C.B.S.E. BOARD | SALWAN PUBLIC SCHOOL | 73.80% | 2005 |

**WORK EXPERIENCE**

COMPANY : INFO EDGE INDIA LTD (NAUKRIGULF.COM DIVISION)

DESIGNATION : Sr. Sales Executive

SERVICE TENURE : March 2014 Till Present.

JOB RESPONSIBILITIES:

* B2B Process - Responsible for selling corporate accounts to the various prospective clients in Middle east/South East Asia markets.
* Creating database of clients through enhanced outbound calls and maintaining the database of the leads generated and make regular follow ups with them.
* Do extensive search on the net (Job-Sites / Google).
* Target based business development from generating and contacting leads in the HR Department in the Gulf market, to making prospects clients, generating revenue and after Sales Service(s).
* Understanding the recruitment needs of companies/ organizations/ consultants, briefing them about the services available on Naukri.com/NaukriGulf.com and proposing suitable hiring solutions.
* Maintaining relationship with the existing clients and satisfying them with the services
* Developing new streams for revenue growth and maintaining relationship with customer to achieve repeat / referral business.
* Responsible for acquiring business and achieving sales targets.

**INTERNSHIP DETAILS**

* Completed Summer Internship Training with EVN GLOBAL SOLUTIONS PRIVATE LIMITED from 14th JUNE 2013 till 16TH AUGUST 2013 and had prepared a project report on “Effectiveness of recruitment and selection process in context of Accenture”

**OTHER ACHIEVEMENTS**

* Had anchored events in ANUGOONJ (Annual fest conducted by G.G.S.I.P University) held at Delhi Institute of Advanced Studies in 2013.
* Participated in the creative team of Ecstasy (Annual fest) held at Delhi Institute of Advanced Studies 2013.

**COMPUTER PROFICIENCY**

* Proficient in various Microsoft technologies like MS-Word, MS-Excel, MS PowerPoint.
* Proficient in various accountancy packages like tally ERP.

**SKILLS**

* Good presence of mind
* Good presentation skills
* Good communication skills both verbal and written

**HOBBIES**

* Reading novels
* Learning by interacting

**PERSONAL PROFILE**

Date of Birth : 24th October 1989

Father’s Name : Mr. Pradeep Grover

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindi

Current Address : 6/69 Old Rajinder Nagar New Delhi.