

# RISHIKA UJJAINWAL

The role you are applying for?

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## SUMMARY

Results-driven and highly motivated professional with a diverse background in Business Development and Accounts & Finance. With a solid foundation as a Business Development Officer for one year, I have successfully contributed to the growth and expansion of the organization. My strategic approach to identifying and capitalizing on business opportunities has led to increased revenue and market share.

## EXPERIENCE

### Accounts & Finance Trainee

**Global Excellence Group** 📅 12/2021 - 04/2023 📍 New Delhi

Learnings from Global Excellence Group

- Managed accounts receivable and accounts payable to ensure accurate and timely payment of invoices
- Handled accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments
- Developed and maintained a system for tracking accounts receivable and accounts payable

### Business Development Officer

**Dr. Bakshi's healthcare** 📅 04/2023 - Present 📍 New Delhi

Learnings from Dr. Bakshi's Healthcare

- Monitored industry trends and identified new opportunities for business growth
- Generated new leads and contacts through networking, cold calling, and research, resulting in a 10% increase in new customer acquisitions
- Built and managed a successful sales team.
- Collaborated with cross-functional teams to develop and deliver successful marketing campaigns
- Proficient in developing and implementing effective business strategies to achieve organizational objectives.
- Strong analytical skills for interpreting financial data, forecasting trends, and providing actionable insights for decision-making.

## EDUCATION

### B.Com

**Delhi University(SOL)** 📅 12/2021 - Present

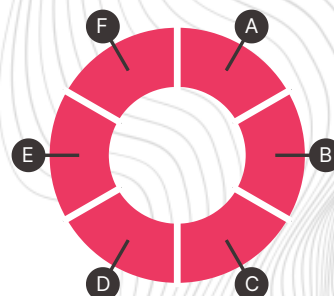
## LANGUAGES

Hindi	Native	English	Advanced
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## ACHIEVEMENTS

💎 Training Program Certificate  
Dr. Bakshi's Healthcare

## MY SKILLS



- A Customer Relations
- B Googling and Research
- C Marketing
- D Analytical Thinking
- E Dedicated team player
- F Cold Calling & Emailing

## PASSIONS

💎 Singing

💎 Dancing