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APEKSHA RANI

Naugachia Bhagalpur Bihar 853204



OBJECTIVE

To obtain an entry level position as a HR that will allow me to utilise the skills gained at Manipal University and build a long term career in HR specialist

SKILLS

Microsoft office

B2B international sales

Communication verbal and written

LANGUAGE

English and Hindi

ACTIVITIES

UDAAN 2018 customer interaction program covering areas of real life customer interaction & service, leadership training & team work.

EXPERIENCE

Alpine health June 2023

sales exicutive

- * Reaching out to generate business
- * Creating and maintaining a database of prospect client
- * Manage client accounts generated and assigned by regular follow-up
- * Communicate with clients and understand their daily requirements of product

Glam Diva Kolkata sep 2022 - June 2023

Customer relationship exicutive

- * Build good relationship with customer
- * Resolve customer issues
- * Worked on booking portal
- * Alloted artist to the customer preference.

Avadh Utopia surat March 2018 - April 2020

GSA

- * Interact with customers
- * Providing information about products and services
- * Answering questions
- * Resolving issues.

EDUCATION

Frankfinn airhostess institute kolkata Passing Year - 2018

Diploma in hospitality

Nalanda open University Patna Passing Year - 2022

B.com

Manipal University Passing Year - 2023-

MBA (HRM) 25