**SHIVALIKA**

**Mob: + 91 8788287068**

**Email- shivalika122@gmail.com**

**Objectives**

To learn and function effectively in an organization and be able to deliver to the bottom-line. To constantly upgrade my knowledge and skill make a difference in whatever I do.

**Work Experience:**

* **Organization**- Hindustan Unilever Limited (Lucknow) **Designation-** Skin. Consultant

**Duration-** April 2009 to April 2011

* **Organization-** International Real Estate Agent **Designation:** Executive Tele sales **Duration-** July 2011 to December 2011 (Noida)
* **Organization-** Cyrus Infratech Pvt. Ltd. **Designation:** Executive- Front office cum Tele sales **Duration-** February 2012 to December 2012. Noida
* **Organization-** Udai Prop mart Pvt. Ltd. **Designation:** Sr**. Front office**

**Duration- January** 2014 to April 2016,Noida

* **Organization-namah Infratech pvt.ltd. Designation:** Executive- Front office

**Duration-** April 2016 to August 2018, Lucknow

* **Organization-Space Stem Pvt.Ltd. Designation:** Executive- Admin Executive

**Duration-** May 2019 till the date, Ahmedabad

**Related Professional Experience:**

**Sales**

• Develop the interest and demand for Company’s services among the decision makers of large companies via email, telephone.

• To obtain client requirements and prepare business development strategies tailored to the targeted customer, develop pursuit materials, prepare presentations and regularly present at client meetings and conferences.   
  
• To work in tandem with sales executives to plan and coordinate business generation activities.   
  
• Participate in weekly/monthly/quarterly reporting on sales opportunities reports presented to corporate senior management.   
  
• Responsible for Business development, Pipeline & Lead Management.   
  
• Also maintain existing business relationships through continuous client follow up, responding to client inquiries and resolving problems.

**Duties as a Skin Consultant:**

* Advise clients about colors and types of makeup, and instruct them in makeup application techniques.
* Demonstrate how to clean and care for skin properly, and recommend skin-care regimens.
* Determine which products or colors will improve clients' skin quality and appearance.
* Examine clients' skin, using magnifying lamps or visors when necessary, in order to evaluate skin condition and appearance.
* Keep records of client needs and preferences, and the services provided.
* Refer clients to medical personnel for treatment of serious skin problems.

**Front Office Duties & Responsibilities:**

* The main duty is to do the Management of the front desk.
* Works as an in charge of all front desk operations like to attend incoming and outgoing calls and transfer calls to various departments.
* Dispatching courier mails and keeping a record of them.
* Maintain and coordination of ID and other visitor’s cards.
* Distribution of inwards documents received and responsible for the payments of bills.
* Handle all of the company’s petty cash.
* Work as an in charge of the utilities and maintenance of furniture.
* Answers telephone and Transmits and receives telephone messages
* Attends meetings and training as requested.
* Adheres to all safety procedures and informs management of any unsafe conditions.
* Actively builds awareness of the Brand to clients.

**Academic Background**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Year** | **Board/University** |  |
| **B.A (3rd year)** | 2013 | Kanpur University |  |
| **XII** | 2009 | U.P Board |  |
| **X** | 2007 | U.P Board |  |

**Technical skills**

* Basic knowledge of computer Ms-Office.
* Internet knowledge.
* Operating system- Window XP,7,Ubuntu,Vista

**Additional Information**

* **Key Skills**: Knowledge of Google analytics, Optimistic attitude, Adaptability, Leadership skills, High team spirit & good understanding.
* **Hobbies**: Interacting with people, dancing, etc.
* **Strengths:** Leadership quality, Smart working and sincere.

**Personal Information**

* Date of Birth : 30th Aug 1988
* Gender : Female
* Father name : Sr. Arunesh Kumar
* Nationality : Indian
* Marital status : Single
* Address : 13/515, Old Baba ka Purva Nishatganj, Lucknow

**Declaration**

I do hereby declare that the particular of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

**PLACE:** Girish society chandkheda ahmedabad (**SHIVALIKA)**