

Curriculum Vitae

Nilam Lodha

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Career Objective

My goal to become associate with a company where, I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Personal Details

Father name: Bhadreshbhai Lodha
Date of birth: 12/12/1993
Religion: Hindu
Nationality: Indian
Marital status: Single
Languages known: English, Hindi and Gujarat

Education Record

B.com from Aroma commr. College passing year 2016.
10+2 from Aroma higher secondary school passing year 2013.

Technical Skills

Diploma in software management from IANT in year 2013.
M.S Office, C, C++, Visual Basic.2010, HTML, DHTML.

Work Experience

Company Name: Frankfinn Airhostess Training Institute

As a Tele Counsellor (Joined from 1st JUNE, 2018) currently working

Work profile:-

- To make a call to students and parent's and provide quality counselling him/her about course and invite them to attend seminar and help them to choose the right career and course.
- Attend Incoming calls (Direct Enquiries).
- Handel CRM Enquiries.
- Lead distribution to tele-callers.
- Updating leads after completing call and send lead report to head office via e-mail.
- Doing confirmation mail to manager for seminar.

Extra Work:-

- Handel reception area on absence of receptionist.
- Maintain excel-sheet of walk-in who attended seminar.
- Document updating of joining students.
- Placement Calling.

- Helping in parents teachers meeting arrangement.

Achievement:-

- Achieve walk-in target many times.
- Highest admission target incentive achievement in season time.
- Highly get promotion as a **Team Leader** with increment from 1st December 2019.

Company Name: E-Procurement Technologies LTD

As a sales and marketing executive.(10th may, 2017 to)

Work profile:-

- Doing calls to already register client and give them online presentation and explain about new subscription plan and close lead.
- Have to calls that client whose subscription plan gets expired and convincing them to re-subscribe.
- E-Mails to client for proposal.
- Maintain record of calls, follow-up, mails & proposal.
- Handle client queries via emails, telephone and 1-on-1 meeting and resolve their queries.

Interested

Use computer (typing, ms office, internet etc.)

Interested in fashion & glamour industries and makeup industries like e.g. doing makeup, design own dresses etc.

Declaration

I hereby declare that the information given above is true and to the best of my knowledge.

Nilam Lodha