

Aditi Maurya

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CAREER OBJECTIVE

I desire to have a solid foundation so that I can benefit from my knowledge and abilities while also learning new things. My ultimate goal is to advance into a position where I can manage projects and contribute effectively.

WORK EXPERIENCE

Business Development (Sales) • Internship (Jul 2024 - Sep 2024)
Wave Visas Outsourcing Pvt Ltd, Delhi

EDUCATION

Bachelor of Commerce B.Com (Hons.), K.R. Mangalam University 2022 - 2025
Senior Secondary (XII), CBSE Commerce Kendriya Vidyalaya, JNU 2022
Secondary (X), CBSE Kendriya Vidyalaya, JNU 2020

PROJECTS

Business Sales (Jul 2024 - Sep 2024)

(Worked as a Client Relationship Manager)

1. Client Outreach: I was involved in client outreach programs (cold calling, email outreach, follow-ups), these were some successful strategies or methodologies I used that led to more leads or sales conversions.
2. Assisting Sales team in Identifying and Researching potential customers, helping to generate leads and expand our reach.
3. Learnt the ins and outs of our client onboarding process and gained valuable knowledge to share with clients.
4. Aid clients with paperwork by gathering information, ensuring completeness, and facilitating a smooth transition into our system.
5. Provided initial customer support by answering basic questions and led then to helpful resources throughout the onboarding process.

SKILLS

- English Proficiency (Written)
- English Proficiency (Spoken)
- MS-Excel
- Sales
- Problem Solving
- Time Management

LANGUAGE

- Hindi
- English

