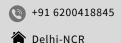
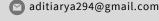
ADITI ARYA







SUMMARY

Proficient in JAVA, C, C#, and primarily in HTML, CSS, and JAVASCRIPT, with strong design and integration capabilities and intuitive problem-solving skills. Passionate about implementing and launching new projects and adept at translating business requirements into technical solutions. Seeking to commence a career as an entry-level developer with a reputable firm driven by technological innovation.

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Detail-oriented with multitasking capabilities
- Ability to work independently and collaboratively
- · Experience in budget management and financial documents
- Proficient in problem-solving and complex issue analysis

WORK EXPERIENCE

LEAD GENERATION EXECUTIVE

PumaSource India | 2022-2023

- Coordinated effectively with US-based clients, ensuring clear communication and understanding of their requirements.
- · Prepared comprehensive meeting agendas, minutes, and relevant materials, facilitating productive discussions and action items.
- · Handled confidential information and documents with discretion, maintaining strict confidentiality protocols.
- Ensured proper organization and accessibility of sensitive materials, enhancing efficiency and compliance standards.
- Utilized lead generation strategies to identify and qualify potential clients, contributing to business growth and revenue generation.
- Collaborated closely with cross-functional teams to streamline processes and enhance client satisfaction.
- Demonstrated strong problem-solving skills in resolving client inquiries and concerns promptly and efficiently.
- · Leveraged communication skills to foster positive client relationships and drive successful outcomes.

ASSOCIATE CUSTOMER SUPPORT

Tech Mahindra | 2021-2022

- Promoted to Subject Matter Expert (SME) for Flipkart Fraud Verification Process, demonstrating exceptional knowledge and performance.
- Prepared and distributed reports, presentations, and other materials, ensuring clear communication and understanding among team members.
- Provided timely and effective resolution to customer queries for the E-commerce website, maintaining high levels of customer satisfaction.
- Recognized as Best Employee of the month for three consecutive months, showcasing dedication, excellence, and consistent performance.

SENIOR CUSTOMER RELATION OFFICER

Bronze Age International | 2020-2021

- Assisted executive associates in managing and coordinating customer relations, ensuring seamless communication and satisfaction.
- Conducted in-depth research and prepared comprehensive reports on various topics related to the company's operations and industry trends, providing valuable insights for strategic decision-making.
- Provided efficient administrative support, including managing phone calls, responding to emails, and preparing correspondence, contributing to smooth operations and effective communication channels.

HUMAN RESOURCE INTERN

Universal Tribes Ltd. | 2020

- Assisted in managing and coordinating sales and marketing interns, facilitating their onboarding, training, and day-to-day activities.
- Conducted research and prepared detailed reports on interns' progress, achievements, and areas for improvement, providing valuable insights for performance evaluation and future planning.

EDUCATION

Masters in Computer Applications Maharani Janki Kunwar College, BRABU - 2023 High School Education

St. Xaviers Higher Secondary School (C.B.S.E.) - 2019

Bachelor in Computer Applications
Ingoude Company • 2015–2018

School Education Trident Public School (C.B.S.E.) - 2017

CERTIFICATIONS

- 1 month AICTE OIB-SIP internship in Web Development and Designing
- Email Marketing Basics from Career Development College London
- Web Development Complete course from Udemy
- Fundamentals of Digital Marketing from Google Digital Unlocked
- Front-End Fundamentals from Pirple.com
- Advance Excel from Elearnmarkets