

DIKSHA KAMBOJ

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WORK EXPERIENCE

ANIL K & CO.

May 2024 - Present

Client Acquisition & Management:

Built and maintained relationships with potential and existing clients, increasing the firm's client.

Service Promotion:

Promoted accounting, auditing, taxation, and advisory services to businesses and individuals, tailoring solutions to meet client needs.

Lead Generation:

Identified and pursued new business opportunities through referrals, cold calls, and professional networking platforms like LinkedIn.

Sales Target Achievement:

Consistently met or exceeded sales targets by delivering customized solutions and building trust with clients.

Market Research:

Conducted research on industry trends and competitors to identify opportunities for service offerings.

Proposal Preparation:

Prepared and presented professional proposals and service packages to potential clients, ensuring clarity and value.

Collaboration with Teams:

Worked closely with the accounting and tax teams to deliver seamless client onboarding and support.

CRM Management:

Maintained accurate client records and tracked interactions in CRM systems for effective follow-ups.

Paisa Arrangers

April 2023 - April 2024

Build Connections:Used LinkedIn to build professional connections, generate leads, and engage potential clients, contributing to increased sales and business growth.

Financial Consultation:Provided initial financial consultations to clients to understand their funding needs and recommended suitable loan syndication solutions.

Market Research:

Conducted market research to identify potential borrowers and assess financial trends for targeted outreach.

Lead Generation:

Generated leads through referrals, networking, and professional platforms, ensuring a steady sales pipeline.

Negotiation & Deal Closure:

Assisted in negotiating loan terms and conditions, contributing to successful deal closures.

Client Relationship Management:

Maintained long-term relationships with clients, providing post-sales support and addressing financial concerns.

Collaboration with Teams:

Worked closely with credit analysts, banks, and financial institutions to facilitate seamless loan processing.

Reporting & Documentation:

Prepared sales reports, maintained client databases, and ensured compliance with regulatory requirements.

Internship in Park Pharmaceuticals Company

July 2022-Sep 2022

- Client Relationship Management
- Product Promotion
- Coordinating with client
- Sales Target achievements
- Reporting and Forecasting

SKILLS

- Programming Skills : MS Office, Basics of Computer.
- Business Development Skills: Lead generation, Customer relationship management.
- Soft Skills: Public Speaking, Content Writing, Good Communication.

EDUCATION

• Masters of Business (GJUS&T)	Year	%CGPA
Institute: Guru Jambheshwar University of science and technology.	2023	68.40%
• Bachelor of Commerce (CDLU)	Year	%CGPA
Institute: Chaudhary Devi Lal University , Sirsa Haryana	2021	70.0%
• XII (HBSE)	Year	%CGPA
Institute: Vivekanand Sr. Sec School, Sirsa Haryana.	2018	91.0%
• XI (HBSE)	Year	%CGPA
Institute: Vivekanand Sr. Sec School, Sirsa Haryana.	2016	75.0%

POSITION OF RESPONSIBILITIES

- **Coordinator**
Conduct Group Discussion Activity for Speakathon Club, Training and Placement Cell, GJUS&T.
- **Department Placement Coordinator**
Connecting with companies to call placement drive, Conducting pre placement talks at Training & Placement Cell, GJUS&T.