

CURRICULUM VITAE

DIXITA DHIMAN

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Objective

Obtaining a challenging position in a professional organization where I utilize my knowledge and skills that are essential to consider all aspects of managing work in achieving the organizational objectives while meeting my career aspirations.

Educational Qualifications

Qualification	Institute/College	Board/University	Year of passing	Aggregate%
MBA	United Institute of Management, Naini Allahabad	Affiliated to Abdul Kalam Technical University (AKTU)	2019	76.3%
B.Com	Shyama Prasad Mukherjee degree college Allahabad.	University of Allahabad	2017	57.5%
12 th (Intermediate)	Maharishi Vidya Mandir Naini Allahabad.	C.B.S.E	2014	59.2%
10 th (High School)	St. Johns Co-ed School Naini Allahabad	I.C.S.E	2012	55%

Work Experience

- **Company Name:** Extramarks Education Private Limited.

Designation: Business Development Executive (BDE) B2C.

Roles And Responsibilities:

- Direct Sales, Inside Sales
 - Calling and Conduction
 - Introduce the product to customers.
 - Maintain a good relationship with the customer on call.
 - Schedule a conduction for the counseling sessions.
 - Pitch about the product and importance of it.
 - Sale
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- **Company Name: Oyo/WeddingZ.in**

Designation: Venue Manager (Banquet sales) B2C - Mumbai

Roles And Responsibilities:

- Answer all incoming inquiries.
- Introduce the venue to all the walk-in and registered customers.
- Convert leads.
- Keep Contact with the existing customers.
- Coordinate with caterer and decorator to ensure all commitments are delivered.
- Maintain a good relationship with venue owners.
- Work with the corporate team.

Internship

Summer Internship in “Recruitment and Selection process at BIG BAZAAR.”-BIG BAZAAR, Allahabad for 45 days.

- **To know the hiring of the selection and recruitment process at big bazaar .**
- **To analyze the sources of recruitment.**
- **To interpret the issues involved in R&S for graveyard shift and the solutions.**

Achievements

- Got **progrees prize in mini research paper at college.**
- Corporate Assessment project on **Amazon.in** .
- Did Workshop on e-commerce from IIT BHU , Varanasi.
- Social work- member of Rotaract Club United Allahabad in college.
- Participated in a zonal sports event at college in long jump, shot-put.
- Well trained classical dancer in Kathak .

● Computer Skill

- Microsoft Office – Word
- Microsoft Office – PowerPoint
- Microsoft Office – Excel
- Presentation Skills

Key Strength

- Flexibility and Adaptability
- Good communication Skill
- Leadership
- Loyal toward work
- Motivational

Personal Details

Date of birth : 8th August, 1995
Languages known : English, Hindi,Punjabi,Pahadi.
Address : Flat No. 205 Dalvi Apartment,Bonkode sector 12 kopar
khairane, Navi Mumbai 400709

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Date:

Place:

Signature: