

SANGEETA NARWAL

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EDUCATION

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Master's Degree – M.A. Economics

AMITY UNIVERSITY

Bachelor's Degree – B.A. Economics (H)

ROTARY PUBLIC SCHOOL

Higher Senior Secondary – Humanities School Topper (CBSE Board)

Dwarka, New Delhi

Jul 2018 – Nov 2020

Noida, Uttar Pradesh

Jul 2015 – July 2018

Gurgaon, Haryana

Apr 2014 – Apr 2015

EXPERIENCE

INSIGHT ALPHA RESEARCH & SOLUTIONS PVT. LTD.

Team Lead (Business Development & Client Relations)

Okhla Phase 3, New Delhi

Aug 2022 – Present

- Managing team of Associates and Analysts to cater to the client requirements in India & ASEAN
- Manage efforts to grow new business, increase existing revenue and provide top level customer service to current accounts.
- Salesforce administration

INFOEDGE INDIA LIMITED (Naukri.com)

Sales Team Lead (Corporate)

Noida, Uttar Pradesh

Sep 2020 – Aug 2022

- Responsible for Selling of online recruitment solutions to corporate clients.
- Area Mapping, cold calling, prospecting, negotiation, freezing on commercials and closing of deals with necessary documentations.
- Leading daily tactical work of billed clients, conversion rate, call quality, login hours etc.
- Handling complete sales cycle ensuring committed deliveries and campaigns focus on renewals

Inside Sales Representative (B2C)

- Connect and engage with pre generated leads via outbound calls (approx. 80-100 calls)
- Reach out to new customers and explain to them the benefits of Naukri Fast-forward services
- Initiate repeat sales by follow up phone calls from existing customers
- New customer acquisition and ensure growth / revenue from existing customers

SUPER INDIA GLOBAL LOGISTICS PVT. LTD.

Internship

Gurgaon, Haryana

Sep 2019 – Dec 2019

- Data retrieval, warehousing and report generation (Power BI)
- Vendor Management (Inbound & Outbound)

ACADEMIC ACHIEVEMENTS AND ACTIVITIES

2017 - Participated in Green Revolution Global Certification Program on climate change supported by UN

2015 - Awarded the "Humanities Topper Award" for scoring highest marks in class XII in school

2015 – Appointed as Senior Sports Caption of the school

2013 - Participated in District Interact Leadership Assembly as a member of interact club of School

TECHNICAL AND LANGUAGE SKILLS

TOOLS: Python, SAS Base, Salesforce

OFFICE SUITES: MS Word, MS Excel, Power Point, Google Docs

OTHER SKILLS: VLOOKUP, Power BI, Client Management

LANGUAGES: English, Hindi, French

HOBBIES: Art & Craft, Athlete

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