

# RAZEEN KHAN

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## PROFESSIONAL SUMMARY

Dynamic professional with 2+ years of experience in pre-sales, market research, and HR activities. Expert in client relationship-building and delivering innovative marketing solutions to drive business growth. Proven ability to build and maintain strong relationships with customers and internal stakeholders.

## CORE PROFICIENCIES

- *Microsoft Office (Excel, Word, PowerPoint)*
- *Communication Skills*
- *Attention to details*
- *Problem Solving*
- *Strategic Marketing*
- *Analytical skill*

## EXPERIENCE

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### Pre-sales Executive | Kraymera Study Abroad, India

August 2022 – Present

- Consulted over 50 leads daily and nurtured them over their study abroad dreams.
- Developed sales strategies and customer engagement plans.
- Worked closely with the sales team to understand student needs and develop tailored solutions.
- Cold calling.
- Implemented market research on industry trends, competitor activities, and emerging technologies.
- Maintained a high level of product knowledge to effectively communicate technical details to leads.
- Built strong relationships with prospect students to establish trust and credibility.
- Responded promptly to inquiries and provided accurate information about product features and benefits, through social media platforms like Instagram, Facebook meta, e-mails and website enquiries.

## **HR Executive | AreteMinds Technologies, India**

March 2022 - August 2022

- Managed end-to-end recruitment of 25+ IT and non-IT positions, ensuring timely and efficient hiring for the clients.
- Coordinated and facilitated the recruitment process, from candidate sourcing to conducting interviews.
- Onboarded 10 interns onsite and trained them on the process and projects.
- Expanded vendor network by adding 20 new partners.
- Contributed to contract staffing and vendor empanelment for staff Augmentation.
- Built a strong candidate pipeline through various sourcing channels and networking.
- Conducted initial screenings and assessments to evaluate candidate qualifications and fit.
- Organized company events, including job fairs and career development workshops.
- Assisted in marketing activities, including social media content creation.

## **EDUCATION**

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**INTEGRATED MBA | HR & Marketing**

SHIM, Bhopal, India

**12th CBSE | Bal Bhawan School, Bhopal, India**

March 2019- March 2020

**10th CBSE | Bal Bhawan School, Bhopal, India**

March 2018- March 2019