



# Garima Natharani

Assistant Manager

## PROFILE SUMMARY

Having more than 7 years of experience in edtech, Coordination with clients and revenue generation is the primary part. Further, I have expertise in client service and delivery. I am looking towards applying these skills and experience to bring value to a growing company. I have proven ability to increase efficiency, supplement sales and maximize profit. Lead and manage branch operations and activities. Set and achieve sales targets and financial objectives. Manage and motivate a team of employees including Hiring and Training. Analyze financial reports and take necessary actions to improve performance. Resolve operational issues in a timely manner.

## EDUCATION

2017	BCA Poornima University, Jaipur
2014	XIIth English
2012	Xth English

## WORK EXPERIENCE

Apr 2022 - Present	<div>Assistant Manager Collegedekho.com</div> <ul style="list-style-type: none"><li>Experience Assistant Manager who is currently working in the education management industry. Working with Indis's finest leading company Collegedekho.com.</li><li>Skilled in B2B Sales &amp; B2C sales, Communication, Team Building, Revenue generation, Client servicing, CRM, Lead Generation, Client Coordination, Training and Recruitment.</li><li>Managing a team of Inside sales Team leaders and Career Counsellor (40+) of Rajasthan region.</li><li>Ensure daily revenue generations and target achievement.</li><li>Responsible for monthly admissions target and service delivery to the client.</li><li>Responsible for Maintaining daily shrinkage and attrition of team.</li></ul>
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## PERSONAL INFORMATION

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Email  
garimanathrani2110@gmail.com
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Mobile  
(+91) 8696642179
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Total work experience  
6 Years 10 Months

## KEY SKILLS

- Team Handling
- Target Achievement
- Team Motivation
- Revenue Generation
- Sales Planning
- Process Orientation
- Hiring
- Leadership Skills
- Communication Skills
- Lead Generation
- Sales
- Client Relationship Management

## OTHER PERSONAL DETAILS

- City

Jaipur
- Country

India

## LANGUAGES

- English
- Hindi

Apr 2021 - Mar 2022

Team Lead

### Collegedekho.com

- Defining and communicating clear goals that align with the organization vision. Ensuring team members understand their roles and responsibilities.
- Conducted regular reviews of operations and identified areas of improvement.
- Maintained database system to track and analyze operational data.
- Responsible for overall admissions.
- Conducted performance evaluation and provide feedback to employees to achieve their targets.
- Manage and Guide team members to ensure all KPI's and targets are achieved.
- Manage a team of 18 to 20 Counselors and ensure that all key metrics of performance as per the Client SLA are met and exceeded.

Mar 2019 - Mar 2021

Sr. Academic Counsellor

### Collegedekho.com

Covered North Colleges during this tenure, Client Handling, Admission Process, Revenue Generation.  
Working as an Senior Admission Coordinator in Premium Clients like Amity Group.  
Achieved their admission target for the session.  
Developed and maintained relationships with clients. College Dekho

Jan 2018 - Mar 2019

Academic Counsellor

### Collegedekho.com

Counseled students and their parents for more than 300 colleges(PAN India).  
Listening to students' academic, emotional, social, and behavioral concerns in an open and nonjudgmental way.  
Providing one-on-one career guidance and skills assessment to assist with career development.  
Helping students to prepare for admissions applications.

## COURSES & CERTIFICATIONS

- Best Manager (CollegeDekho)
- Performer of the Year (CollegeDekho)