



Monika Chaturvedi

Experienced Business Development Professional with Expertise in Communication and Team Leadership.

GET IN CONTACT

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PERSONAL DETAILS

- Total Experience 3 Years 5 Months

SKILLS

- Communication Skills
- Team Leading
- Project Planning
- Business Development
- Education Counseling

LANGUAGES KNOWN

- english
- hindi

EDUCATION HISTORY

Graduation

Course	B.Tech/B.E.(Computers)
College	Rajiv Gandhi Proudhyogiki Vishwavidyalaya (RGPV), Bhopal
Year of Passing	2011
Grade	73%

WORK EXPERIENCE

Aug 2023 to Present

Team Leader at Practice Paper Training And Placem ent

- Lead and supervise a team of 20 recruitment consultants, providing guidance, support, and training as needed.
- Set clear performance objectives and key performance indicators (KPIs) for team members.
- Monitor and evaluate individual and team performance, providing regular feedback and coaching to enhance productivity.

Sep 2019 to Mar 2020

Costumer Executive at Sephora, San Jose, CA, USA

- Unleash my creativity, passion, and knowledge of brands during every interaction.
- Embrace my winning spirit and drive results by contributing to our store's sales goals.
- Implemented process improvement initiatives to optimize workflow processes.

Apr 2014 to Mar 2015

Sr. Business Developer at CRB Tech Solution Pvt Ltd , Pune

- Managed a team of sales professionals, providing guidance, support and training.
- Trained new employees on company policies and strong sales techniques.
- Contributed to educational counseling efforts and HR administration.
- Played a key role in enhancing the company's reputation

Nov 2013 to Mar 2014

Education Counsellor, Hr recruiter at CNC technolog y, Pune

- Provided educational counseling to students and guided

them in making career decisions.

- Played a key role in enhancing the company's reputation and growth.
- Planned, directed, and participated in recruitment and enrollment activities.

Feb 2013 to Nov 2013

IT-BPO Recruiter at Vconnect Consultancy

- Performed searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, and employee referrals.
- Provided advice and assistance to new hires during onboarding process.
- Participated in phone and in-person interviews to determine final candidates for consideration.

Jul 2011 to Nov 2012

Computer Science Faculty at Savya Sanchi Vidhyapeeth

- Taught computer science subjects to high school students, fostering their technical skills.
- Created engaging lesson plans and promoted a positive learning environment.