

SUKRITI JAIN
Elite Homz
H-401, Sector-77
Noida-201301

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Personal Details

Mother's Name : Mrs. Anu Jain
Father's Name : Dr. Parkash Jain
Date of Birth : April 3rd, 1990
Sex : Female
Marital Status : Unmarried
Nationality : Indian
Languages Known : English, Hindi and Punjabi
Permanent Address : Elite Homz, H-401, Sector-77, Noida- 201301

Objective

To be a successful professional by way of continuous learning and positive contribution in a high growth organisation.

Educational Qualification

M.B.A in HR & Marketing

Course	University	Institution	Year of Passing	% Obtained
M.B.A.	Guru Gobind Singh Indraprastha University	Maharaja Agrasen Institute of Technology, GSIPU, New Delhi	2013	72
B.A. (Vocational)	DELHI UNIVERSITY	College of Vocational Studies, Delhi University	2011	68.75
12 th CBSE	CBSE (DELHI)	Karl Huber School, Noida	2008	77
10 TH CBSE	CBSE (DELHI)	Bal Bharati Public School, Noida	2006	83

Skills & Knowledge

- SPSS, Research methodology.
- Operating Systems Known: Windows 2000/XP.
- MS Office Tools – Word, Excel, Power Point.
- Internet & E-mail operations.

Reference:

Dr. S.K. Sasikumar

Senior Fellow

V.V. Giri National Labour

Institute, Noida

Research Undertaken

- **I conducted a research in M.B.A on "IMPACT OF SERVANT LEADERSHIP STYLE ON ORGANISATIONAL CULTURE OF EXL services.com (India) Pvt.Ltd".**

Work Experience

Name of the organization: **V.V Giri National Labour Institute, Noida**

Designation: Publication Associate

Duration: May'16 – March'17

- Editing Books
- Writing Reports/Articles
- Designing Book Covers
- Planning Strategies for increasing Subscriptions
- Coordinating in Dispatch of Books & Journals
- Multi Tasking
- Backend work for workshops and Seminars

CTC : 2.04 L Per Annum

Name of the organization: **MahaVastu Corporation Limited, Noida**

Designation: Communication Associate

Duration: Dec'15 – March'16

Online & Verbal Communication with 1200 (Appx) MahaVastu Experts

Managing 4 Google Email ID's

Coordinating with 5 In house MahaVastu Experts for making Vastu/Astro/Numero Reportsa for Clients

Managing Facebook Group of around 1200 MahaVastu Expert

Coordinating for various Astro/Numero /Vastu Related Courses

Entering Data of participants of courses on Software

Managing Backend work related to courses organised

Taking calls in absence of FDE

CTC : 2.64 L Per Annum

Name of the organization: **Sapphire International School,Noida**

Designation: Admissions Counsellor (Part of Admin & Marketing Team)

Duration: 12 Nov'14 – Oct'15

- -A part of the Marketing & Admin Team.

- -Attend parents in the school and counselling them for admission.
- -Organising Help desks at corporates.
- -Group housing society activities for Brand Promotion.
- -Organizing baby shows.
- -Registration and admission formalities.
- -Admissions documentation.
 - Multi-Tasking.

CTC : 2.4 Lac Per Annum+Incentives

Name of the organization: **Barclays Shared Services**

Designation: Process Advisor (INTERNET HELP DESK)

Duration: 7 Feb'14 – 2 Sep'14

Part of Internet Help Desk

Managing Barclay's website related Queries

Helping UK client by solving website related queries

CTC : 2.28 Lac Per

Annum+

Incentives

Name of the organization: **Info Edge (I) Ltd. (Naukri.com)**

Designation: Senior Executive-International Sales

Duration: 8 July'13 – 31 Jan'14

Part of international sales team

Lead generation

Sales of recruitment solutions to clients in Africa Region

Client servicing.

CTC : 2.15 Lac Per Annum.

Strengths: Team Spirit, Disciplined, Self-Motivated, Quick Learner, Patience, Time Management, Sales, International Marketing, Lead Generation, Business Development, Tele Marketing, Marketing Communications, MIS.

Declaration

I hereby declare that the information furnished above is true and correct to my knowledge and belief.

Place: Noida

Date: 28/03/2017

SUKRITI JAIN