Curriculum Vitae

Ruhi Fatima

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Career Objective:

To secure a challenging Back Office role in a dynamic organization where I can utilize my strong analytical and problem-solving skills to support efficient operations. I aim to contribute to the company's growth by leveraging my attention to detail, organizational skills, and ability to work well in a team-oriented environment Seeking a challenging environment that encourages continuous learning, provides exposure to new ideas, and simulates personal and professional growth.

Skill Summary:

* Adaptability: Education Relationship Managers must be adaptable and able to adjust to changing priorities and circumstances.
* Relationship Building: The ability to build strong relationships with educators, schools, colleges, and other educational institutions is critical to success in this role. This includes developing a deep understanding of their needs and interests, communicating effectively, and following up in a timely and consistent manner.
* Communication: Effective communication is essential in an Education Relationship Manager role. This includes the ability to communicate clearly and persuasively both orally and in writing, as well as the ability to listen actively and respond appropriately to customer needs and concerns.
* Strategic Thinking: Education Relationship Managers must have the ability to think strategically about their role in the organization and develop plans to achieve goals and objectives.
* Customer Service: Providing excellent customer service is critical in this role.
* Organization and Time Management: Education Relationship Managers must be able to manage multiple tasks and priorities effectively. This includes setting and meeting deadlines, prioritizing tasks, and staying organized.
* Analytical Skills: The ability to analyze data and information is critical in this role. Education Relationship Managers must be able to interpret market research and customer feedback to make informed decisions and identify trends and opportunities.
* Adaptability: Education Relationship Managers must be adaptable and able to adjust to changing priorities and circumstances. This includes being able to quickly learn new products and services and adapting to changes in the market or industry.

Technical Skills:

* Operating System : Windows XP, Windows 10, Linux
* Tool :Microsoft word, Excel, Microsoft Presentation

Educational Qualifications:

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| --- | --- | --- | --- | --- |
| S  NO | Board Of Education | Year Of    Passing | University/College/School Name | /% |
| 1 | Bachelor of Science | 2018 | Awadhesh Pratap Singh University | 80.99% |

Work Experience:

1. Currently Working as Educator Relationship Manager with Spring Valle Burhar, Working Since 1-july-2021 to till Date

Job Role -As ‘Educator Relationship Manager’

Job Responsibilities:–

* Develop and execute strategies to establish and maintain relationships with schools, colleges, and other educational institutions.
* Collaborate with educators to understand their needs and provide them with customized solutions and services.
* Work with internal teams to create and implement marketing and promotional campaigns to attract new clients and retain existing ones
* Ensure customer satisfaction and address any concerns or issues that arise in a timely and effective manner.
* Organize and attend conferences, workshops, and other events to promote the organization and its offerings
* Prepare reports and presentations on the progress of the education relationship management program.

Declaration:

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Place: Burhar

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