

Neha Rawat



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C -215 Shivaji Colony Roorkee,

Distt: Haridwar (UK) – 247667

SKILLS

- Good communication and interpersonal skills.
- Hard working and dedicated towards work.
- Customer Service & Support
- Lead Generation Expertise
- Excellent Attention to Detail
- Sales Support & CRM Management

PERSONAL INFORMATION

DATE OF BIRTH: 31/05/2000

MARITAL STATUS: SINGLE

CAREER OBJECTIVE

Aspiring to be at a managerial position where I can utilize my domain knowledge and can make best utilization of ability and skills to contribute for growth of the organization.

WORK EXPERIENCE

05 Aug 2024 – Present

Business Development Executive/ Pearl Organisation,
Dehradun Uttarakhand (India)

- Strategically generated high-quality leads through market research and outbound campaigns.
- Managed and updated CRM systems, ensuring accuracy of prospect data and follow-ups.
- Collaborated with the sales team to optimize lead conversion strategies and exceed performance KPIs.

EDUCATIONAL QUALIFICATIONS

Masters Of Commerce (2022-2024)

HNBGU Srinagar Garhwal (Uttarakhand)

Bachelor OF Commerce (2018-2021)

HNBGU Srinagar Garhwal (Uttarakhand)

Intermediate(2018)

Kendriya Vidyalaya No.2, Roorkee (CBSE BOARD)

High School

Kendriya Vidyalaya No.2, Roorkee (CBSE BOARD)

Achievements:-

- First position in Judo organized by Kendriya Vidyalaya Sangathan in the year 2018.
- Second position in 100m race organized by Kendriya Vidyalaya No.2, Roorkee.
- Second position in badminton organized by Babu Ram Degree College, Roorkee.

Technical Skills:- • MS Office (MS Word, MS Excel, MS PowerPoint Presentation)

• Tally, CorelDraw and well conversant with Internet.

Declaration :- I do hereby declare that the above information is true to the best of my knowledge.

Neha Rawat

Roorkee, Uttarakhand