

**RRashi Verma**  
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## **PROFILE**

Detail-oriented professional with seven years of experience as an Administrative Assistant, operation Support and School Coordinator. Congenial, self-starter, highly organized individual with a strong work ethic and a proven track record of reliability and determination.

## **SKILLS:**

Computer proficiency in Microsoft Outlook, Excel, and Word, Accountability and ownership, Refined sales professional, good team player

## **Highlights:**

- Every month tentative sales of luxury products go up to 1500000 INR
- Every year 10% increase in sales and every month up to 10 to 30%
- Long-term industrial client relationships and amazing stakeholder management
- Innovative marketing plans to increase customer loyalty and retain clients for the long run

## **PROFESSIONAL EXPERIENCE**

### **‘Business Development Head’ in RADON INDIA PVT LTD.**

**06 Jan 20 - Present**

- Involve in Cold calling to handle Team & Process New Enquiries from Customers
- Promote initial follow-ups for sales prospects of the product
- Build strong relations with clients and encourage them to visit the display center for long-term relation
- Regular research of market strategies and competitors to lead the market
- Detailed onboarding of customers on product quality and variety.
- Frequent Evaluation of discount slabs and review of the parameter basis on demands
- Coordinate with the Engineering/Development team & Design Team for Technical Feasibility.
- Handling the complete payment process and ensuring immediate payment in 100% of cases
- Post-sales services and follow-up for further sales from the customers
- Maintain hard copies and electronic filing systems.
- Conduct and coordinate marketing employee meetings and conferences.

### **“Branch Head” in Petal’s Play School**

**17 Nov 18 – 4 Jan 2020**

- Work closely with the Center Coordinator to oversee all aspects of classroom program planning, implementation, and evaluation within the center’s appropriate practices guidelines.
- Provide expert advice in preschool programming and interact with parents during PTM and on a need basis
- Regularly attend training/workshops and read journals to keep abreast of current developments in my area of expertise.

- Provide ongoing mentoring and coaching to teaching staff through spending time in classrooms to introduce and support new ideas, strategies, etc.
- Work with teachers in moving along the continuum of implementing the Curriculum.
- Work with preschool classroom staff on understanding and implementing documentation as part of their curricular work.
- Interviewing prospective candidates for respective positions through Internal Job Postings.
- Conducting performance reviews and performance review conversations with all preschool classroom teachers during the time of appraisal.
- Provide an attractive and welcoming environment in which learning is made visible through children's artwork or displays that promote a child's self-esteem.
- Provide oversight to assure that these experiences are positive ones.
- Guides teachers in creation of assessments, report cards, diary writing, portfolios etc.,
- Observe and guide teachers on a daily basis

**Sales Executive- Radon Home Guru Pvt. Ltd**

**13 Feb 2014 – 10 May 2015**

- New sales generate.
- Arrange useful data for sale expansion & future references.
- Documents preparation according to customer category
- Follow-ups of collection documentation & samples
- Handle client calls, mailing and coordinating with the boss calendar.
- Follow the payment collection & after-sale services

**Admission Executive" Acharya Institute**

**08 May 2012 – 12 Feb 2014**

- Explain and convert with growing future courses packages
- Coordinate with parents to arrange the expert meeting
- Fee Structure explains and collection
- Calling & Maintaining Records

**Admission Consular" Krishnattry Institute of Professional Studies 1<sup>st</sup> April 2011 – 31<sup>st</sup> Mar2012**

- Responsible admission
- Education Counseling with Parents
- Handling Calls, Mails and Cash
- Collect to all Courses updated from the Universities

**Senior Executive" Indian Publication Service -**

**4<sup>th</sup> Dec 2009 – 1<sup>st</sup> Mar2011**

- Data Inventory
- Dispatch Control
- Stock updating and mailing

**Center Admin Bachpan Play school-**

**10<sup>th</sup> April 2006 – 1<sup>st</sup> Dec2009**

- Responsible for all admin activities
- Attending calls, file management, Petty cash, and Handling fee collection.
- Attendance management, Enquiry etc.
- Maintaining order and inculcating good manners and values

## **EDUCATION**

B.A. from Delhi University of regular collage in the year 2009  
Senior secondary from CBSE in the Year 2006  
Higher secondary from CBSE in the year 2004  
Diploma in Computer DOEC Ö Level.

## **PERSONAL DETAIL**

Date of Birth - 14th Sept.1988

Language Known - English, Hindi

Marital status - Married

Personal interest - Surfing the internet, Painting, Exploring new places.

**Rashi Bhasin Verma**

