



SURBHI SARAWOGI



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 6/21 Poddar Nagar ,
Kolkata-700068

Education

Cost Management Accountant
Finals(Group 1)
Calcutta University (2017)
B.com(Hons) 74%
ST.FRANCIS SCHOOL. ICSE
BOARD 2014 Intermediate
ST.FRANCIS SCHOOL, ICSE
BOARD 2012 Matriculation

Expertise


Team Coordination
.Communication Skills
Data Entry/Record
Maintenance
Proficient in Zoom/Google
meets
Proficient in MS - Office
Customer Retention
Hard Working
Real time customer
service

Language

English

Hindi

Profile

 Desire for a challenging role in a reputable organization to expand my learning and utilize my skills for growth and great success

Work Experience

2020

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2022

I Fulham Educational Services - 1st In Class

Sales Executive Officer Calling 50-100 leads on daily basis •
Conducting video counselling sessions. • Updating and
maintaining CRM - LEADSQUARE, .Working on excel and
google sheets • Maintaining Daily MIS and schedules. •
Helping administration and operations team. • Acting as the
problem solver for parents and students .

2022

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2023

Jeevam Health PVT.Ltd

Health Counsellor- Inside Sales Executive

- Understand Patient /client's requirements, guide them & sold plan as per that.
- B2C- Converted Clients by standard rate of 4.7%
- Pitched and closed to Cold - Hot leads • Introduced Chat support assistant in Sales and increased Sales By 25%. May 2022 - March 2023
- Trained new joiners for Sales Skills Learnt: CRM Leadsquare, Acquisition & Retention, B2C Sales funnel optimisation, etc.

Talent Gum.com

2023

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Business Development Executive

- Identifying and prospecting potential clients and partners.
- Developing and maintaining strong relationships with existing clients.
- Conducting market research to identify new business opportunities.
- Pitching products or services to clients and negotiating contracts.
- Collaborating with the marketing team to develop strategies for lead generation.
- Attending networking events and industry conferences to expand the company's reach.
- Providing excellent customer service to clients and addressing their needs.
- Meeting or exceeding sales targets and objectives.
- Keeping up-to-date with industry trends and competitors' activities.
- Generating regular reports on sales performance and market trends for management review.



Achievements

- Received appreciation email from the boss and compliments from coworkers.
- Successfully coordinated appointments and meetings.
- Met and exceeded targets consistently.
- Coordinated and assisted in generating leads through competitions like SPELLBEE.

