

# Saiyam Sehgal, Outreach Specialist

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## LINKS

[LinkedIn](#)

## PROFILE

Passionate Bachelor of Commerce student at Guru Nanak Dev University, with 2+ years of experience as a Team Leader and Outreach Specialist, and Data Research Analyst at HiCounselor. Proficient in Direct Communication, Business, Accounts, Finance, and Mathematics. Skilled in Excel, PowerPoint, Word, and Google Sheets.

## EMPLOYMENT HISTORY

Jan 2022 — Present

### Outreach Specialist and Team Leader, HiCounselor

San Francisco (Remote)

- Global interaction to ensure process comprehension.
- Provide detailed explanations to clarify requirements.
- Streamline processes for company and candidates, saving time.
- Offer clear and concise guidance for smoother procedures.
- Focus on making the process efficient for all involved parties.

Sep 2021 — Jan 2023

### Data Research Analyst, HiCounselor

San Francisco (Remote)

- Achieved daily targets while maintaining high quality standards.
- Mentored and guided junior analysts, fostering their growth.
- Collaborated with the Manager in leading a team of 7 analysts.
- Implemented streamlined processes to enhance efficiency.
- Reduced errors through rigorous quality assessments.
- Recognized for efforts and promoted to Team Leader.

Apr 2022 — Jun 2022

### Content Writer ( Freelance), FSF MEDIA WORKS

Jalandhar

- Created organization and client memes.
- Developed content ideas and captions.
- Contributed business insights and growth ideas.
- Conducted thorough research to develop compelling content ideas.

## EDUCATION

Sep 2021 — Jul 2024

### Bachelor of Commerce - BCom, Guru Nanak Dev University

Jalandhar

- Leveraged education from GNDU to demonstrate diverse skills and knowledge.
- Recognized by professors for well-rounded capabilities despite limited interaction.
- Successfully balancing full-time work with degree completion, gaining valuable experience.

## SKILLS

Effective Writer

Team Leadership

Interpersonal Communication

Process Improvement

Effective Time Management

## LANGUAGES

English

Native speaker

Punjabi

Native speaker

Hindi

Native speaker