



AISHWARYA DWIVEDI

SALES & MARKETING

PROFESSIONAL GOALS

An organization where I can effectively utilize and grow my skills as a marketing professional and also contribute to the overall success of a company that provides a positive learning environment to advance and implement different and new strategies.

WORK EXPERIENCE

The Traffic Marketing | November 2019- Dec 2020

- Designed Website.
- Handling Social Media Accounts.
- Managing content on all social media pages.
- Designing all the posts.
- Ideating on different kinds of posts.
- Writing various kinds of content for the same.
- Extensive research on the kind of content that gets viral.
- Building a wider audience for the page.
- Research & analysis for product design.
- Choosing relevant hashtags.
- Interacting with the audience.
- Contacting influencers for marketing.

M/s Arrow Engineering solutions Pvt. Ltd. | May 2016 - Nov2018 Designation: Back Office Manager

- Backend Coordination and Operations
- Organize data into System / Excel.
- Building dashboards and reports for internal and external clients.
- Reconciles and rectify discrepancies in the input-data files.
Contribute and Assist in the execution and completion of
- work related to backend processing or other related tasks
as needed on a case-to-case basis.
Taking follow-ups on different tasks and cases.
- Being Involved in sales and marketing to give the best
- performance for the company.

CONTACT ME AT



+918383003327



dwivedi.aishwarya9919@gmail.
com



<https://www.linkedin.com/in/aishwarya-dwivedi-digital-marketing-strategist-973074a3/>



Noida U.P.201301

SKILLS SUMMARY

- Project Management
- Strategic Thinking
- Staff and User Training
- Process Improvement
- Team Management
- Relationship Management

ACADEMIC HISTORY



Bachelor in Science
(P.C.M.)

AWADH UNIVERSITY
AYODHYA U.P.
| JULY 2013 - JUNE 2016

CERTIFICATES



Diploma in Digital
Marketing (DSIM 2020)

LANGUAGES KNOWN

- Hindi
- English

PERSONAL PROFILE

Date of Birth : 10 jan 1997

Father's Name : Mr. Anil
Dwivedi

Nationality : Indian

Marital Status : Single

M/s Connoisseur Easy-homes Pvt. Ltd | Sep 2015 -Mar 2016

Designation: Assistant Sales Manager

- Actively involved in Client meetings and project presentations.
- Retaining Clients so as to increase organization revenue.
- Tracking and reporting attendance.
- Was involved in sales and marketing to give the best performance for the company.
- Allocating daily tasks among team members and contributing to the total target by overachieving.

M/s MGS FORD | May 2015- July 2015

Designation: Customer Relationship Executive

- Actively involved in Out-Bond Process (Tele-calling).
- Accounted for Client's car service scheduling and feedback.
- Registering the Client's complaints (if any) and bringing them to a resolution.

M/s SMART CIRCLE GROUP | May 2014- May 2015

Designation: OFFICE ASSISTANCE

- Handling entire office tasks.
- Tracking and Reporting attendance, and sales of marketing Executives to Manager.
- Client's feedback registration.