

## CONTACT

### BATUL ZENITH

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## OBJECTIVE

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I aspire for challenging opportunities to utilize my skills and further furnish up my abilities to deal with various work profiles.

## EDUCATION

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1999

- **Bachelor of commerce**  
PMB gujrati commerce college  
72.00%

1996

- **H.S.C.E**  
SICA school , CBSE  
61.00%

1994

- **S.S.C.E**  
SICA school , CBSE school  
57.60%

## EXPERIENCE

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1/11/2022 -

- **HR and Admin consultant**  
ARMAF LUXURY FRAGRANCE INDIA PVT LTD  
Currently working as a HR AND ADMIN Consultant (Sales consultant) In Indore, sale Team as a part-time job  
\*Shortlisting candidates and providing best match for clients  
\*Maintaining good relations with existing customers  
\*Maintaining stock LR copy

10/2019 -

- **Customer relationship manager and HR manager**  
Gridson lab Pvt. Ltd  
Handling procurement works of the client  
Customer concern resolution  
Making critical decisions during challenges  
Managing faculty and staff  
Maintaining records

08/2019 - 01/2020

- **HR Manager**  
Sai job consultancy  
Recruiting in job placement company  
On very first month over achieved the target of recruiting 20 candidates  
Managing projects from concept to completion  
Skilled in building cross- functional teams, demonstrating exceptional communication skills  
Data collecting and management as per needs  
Shortlisting candidates and providing best match for clients  
Interviewing and assessing prospective applicants and matching them

with vacancies at client companies  
Building relationships with the clients.

01/2018 - 04/2019

- **Customer concern manager**  
Servizee, online duniya Private Limited  
Customer concern resolution  
Maintaining good relations with existing customers  
Handling service reminders, post service follow-up , complaints; etc.  
Planning overall growth of organization and managing other office works

01/2017 - 12/2017

- **Administrator**  
Boston babes play school  
Managing faculty and staff  
Maintaining records  
Handling team and motivating them for better outcome  
Handling relations with parents  
Assisting with recruitment and marketing activities  
Organizing educational social activities and providing administrative support with others  
Good commanding power and great administrative qualities exceptionally

## SKILLS

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- Good commanding power and great administrative qualities exceptionally fast learner- eager to learn and develop knowledge
- Dynamic and motivated professional with a proven record of generating and building relationships
- Ability to work independently and within a team environment
- Exceptional interpersonal skills
- Customer relations and customer service Delivered efficiently
- Friendly and enthusiastic
- Adaptability
- Leadership
- Motivation and communication skills
- Critical thinking and problem solving
- Office management

## PROFILE / SUMMARY

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- Dedicated personal with unmatched skills in managing finances for midsized commercial organizations. Being communicative and customer satisfaction are my key areas.  
Extremely organized and dedicated towards task completion.