PRIYANKA KHATRI

My Contact

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📞 8527715402

📍 Sector - 78 ,NOIDA, U.P.

Skills

- Social communication skills
- Management
- Client relations
- Interpersonal relations
- Team work
- Social influential skills
- Team management
- Researching

Education Background

- Ramanujan College (Delhi University)
  B.A. PHILOSOPHY HONOURS.
  Completed in 2022

- Somerville School Noida
  12th Standard
  Completed in 2019

- The Danceworx Delhi & Pink Grid Creations
  Trained as a professional dancer

About Me

Dedicated and detail-oriented , hardworking and multitasking professional with a knack for providing support in various roles.

Professional Experience

PINK GRID CREATIONS Pvt. Ltd. | Admin Associate
Feb'21 - Nov'23
Key responsibilities:
- Managing existing clients and prospects, nurturing relationships to drive sales and conversions.
- Providing consultations to potential clients, addressing their specific needs.
- Worked closely within the HR Department, handled performance management and employee relations
- Handling enquiries through various Social Media platforms and optimizing conversion rates.
- Assisting in daily branch operations including cash management and account management.
- Maintaining daily and monthly records through spreadsheets for efficient documentation of cash & leads.
- Event management, back stage management.

THE JURNI MEDIA | Campus Ambassador
Aug'20 – Sept'20
Key responsibilities:
- ·Increasing the subscriber count by 200 subscribers within a month.
- Ran Social Media Campaigns for the organization.
- ·Collaborated with team members to achieve organizational goals.

The DANCEWORX | Studio Manager
Mar'18 - Aug'18
Key responsibilities:
- Assisted in day to day operations including equipment setup and maintenance
- Addressing inquiries and resolving issues For clients
- Collaborating with studio staff to maintain workflow efficiency.
- Implemented new procedures to improve productivity.
- Managed studio scheduling and booking insuring optimal utilization of resources.