

## SUMMARY

Result-driven Client Management Executive with a passion for building strong relationships and delivering exceptional client service. I possess a solid foundation in customer engagement and sales. Eager to apply my strong communication and problem-solving skills to effectively understand client needs and exceed expectations. Committed to continuously learning and adapting to industry trends. I am excited to contribute to the success of the organization by delivering outstanding client experiences and driving growth.

## SKILLS

Data Management	● ● ● ● ●	Written & Oral Communication	● ● ● ● ●
Analysis and Problem Solving	● ● ● ● ●	Moderate Live Sessions	● ● ● ● ●
Team Building	● ● ● ● ●		

## EXPERIENCE

### Internship

**GSFC Ltd** *Dec 2019 - Jan 2020*

- Analysed and examined different SOPs followed in laboratory for QC.
- Water Analysis (CPD, BOD, Hardness of Water).
- Salt Analysis.
- Chromatography (GC and HPLC).
- Spectroscopy (UV, IR, Visible)

### Business Development Associate

**Byju's The Learning App** *Nov 2021 - Dec 2021*

- Contacting potential customers to set up meetings.
- Counsel the students on learning pedagogies and the Byju's personalised learning journey.
- Meeting monthly targets.

### Academic Counsellor

**GooCampus Edu Solutions** *Jan 2022 - Feb 2023*

- Handle client interaction in the form of outbound as well as inbound calls.
- Track and monitor every lead for the further processing.
- Handling the daily report tasks.
- Helping the team leader to make presentations and research work.
- Meeting the monthly as well as the yearly target.

### Client Management Executive

**The Fuller Life** *Mar 2023 - Present*

- Handling different accounts and the role involves ideating, planning and executing corporate wellness initiatives for the client (online and onsite)
- Collaborate extensively with cross-functional teams to facilitate the client onboarding process
- Communication and branding activities on the weekly basis, collation of data and feedback, analyzing data and creating reports
- Facilitate live sessions
- Handling queries and mitigating crisis situations
- Co-ordinate with various teams to organize onsite sessions

- Ensure timely follow-up with clients regarding action requests
- Handle monthly invoicing and report generation.

## PROJECTS

### Mysteries of the Universe

#### Author

- This review book "Mysteries of the Universe" gives you an insight about: How the Universe works, how time can generally affect space, where categorically is the center of the Universe, the true nature of time, about definitely Dark Energy and fairly many pretty other facts that will blow your mind. Mysteries of The Universe offers answers that definitely open up incipient possibilities for all of us to categorically lead more fruitful, tranquil and prosperous lives in a fairly astronomically immense way.

## EDUCATION

### Secondary & Higher Secondary Education Board

GSFC May 2004 - Jul 2018

### Bachelors of Chemistry

GSFC University Jun 2018 - Jul 2021

## LANGUAGES

English



Gujarati



Hindi



## AWARDS

- Won Silver Medal in State Khel Maha Khumbh Table Tennis. Year: 2013, 2015.
- Won Gold Medal in District Table Tennis Tournament. Year: 2016, 2019
- Won Inter University Table Tennis Tournament. Year: 2019
- Won Gold Medal in Science Competition (Physics). Year: 2020

## HOBBIES

Table Tennis

Reading

Playing Musical Instruments

Writing

Travelling