

RESUME

VIDUSHI SAXENA

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Present Address: B-173, New Ashok
Nagar, Delhi, 110096

Permanent Address: 6,Pawan
Vihar, Pilibhit Road (U.P)
Pin Code- 243006

Personal Profile:

Father's Name: Dr. Man Mohan
Saxena

Date of Birth : Jan 19th ,1994

Gender : Female

Marital Status : Unmarried

Nationality : Indian

Interests: Cooking, Travelling, And
Painting.

Strength: Hardworking, Ambitious,
Honest to my work, Handle work
with patience and a good listener
with a positive attitude towards
success.

Career Objective

To do my work honestly & achieve a higher level of success with hard work, dedication and devotion to the assigned job in the assigned field.

Education Qualification

Master of Business Administration (MBA)

Pursuing

Bachelor of Technology (B-Tech)

UNIVERSITY : Dr. APJ Abdul Kalam University (Lucknow)

STREAM : PCM

PERCENTAGE : 71

YEAR OF PASSING : 2015

Sr. Secondary (12th)

BOARD : CBSE

STREAM : PCM

PERCENTAGE : 71

YEAR OF PASSING : 2011

Secondary (10th)

BOARD : CBSE

STREAM : SCIENCE

PERCENTAGE : 77

YEAR OF PASSING : 2009

Digital Marketing Course

Three months Course from **Insider Academy** including the Google
Certifications.

Technical Skill

- Website Audit
- On-page SEO, Off-page SEO, SMM
- Blogging
- MS Word, MS PowerPoint, MS Excel
- Basic Computer Knowledge
- Content Writing, Facebook Marketing, Instagram Marketing
- E-commerce Marketing, YouTube Marketing
- Affiliate Marketing, E-mail Marketing
- ORM, Word-press

Work Experience

- **Digital Marketing Executive in Dynamic Institute of Automation & Controls (DIAC), Noida** (May'19 till yet)
 - Marketing of company website on digital platform & Search Engines
 - Handling Social Media Platforms of DIAC
 - Analyzing Google Analytics & Google My Business Reports
 - Keyword Analysis
 - Advertising on Facebook
 - Review Handling on Google & Social Media
- **Sales and Marketing Executive in Telispire Call Tech Pvt Ltd, Noida** (Mar'18 – Apr'19)
 - Marketing of company website on digital platform
 - Handling all the flights reservations.
 - Maintaining customer relations.
 - Work for sales in company.
 - Maintaining the data of fresh customers as well as existing customers on Excel.
- **Sales and Reservation Executive in Double Triangle Hotels & Resorts Pvt Ltd, Goa** (Jan'17 – Dec'17)
 - Maintain an inventory of vacancies reservations and room assignments.
 - Answer inquiries regarding hotel services and registration by telephone about services available in the community and responding to guest complaints.
 - Compile and check daily record sheets guest accounts receipts and vouchers using computerized systems.
 - Attended to guest needs such as shuttle service delivery of personal artifacts and other special requests.
- **Reservation Executive in My Vacationz Dot Com LLP, Goa** (Jun'15 – Dec'16)
 - Handling room reservations and made changes to existing reservations in a knowledgeable and timely manner.
 - Helped Group Sales Coordinator maintain rooming lists.
 - Provided guests with the requested information concerning the facilities locations and surrounding area.
 - Processed all guest reservations including guest follow up obtaining all necessary information and accurately entering it into computer system.

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Delhi

Date:

(VIDUSHI SAXENA)