

MANSI KHEMNANI

Address:

New Link Road, Dahisar (W)

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Summary

Goal Oriented Career Counselor offering 1 year and 9 months experience in career planning and education support

Skill Highlights

- Cold Calling
- Product & Service Knowledge
- Outbound & Inbound Calls
- Educational counseling
- Conducting Workshops
- Writing Reports

Experience

Career Counselor & Tele-caller - 14th April, 2018 to 15th January, 2020.
Arena Animation, Borivali.

- Handled 75-100 calls per day to address customer inquiries and concerns.
- Supported students by counseling them for various courses into the Multimedia Industry.
- Developed and maintained database generated through various online portals.
- Increased student satisfaction by resolving issues
- Connected with business and recruiters to build relationships and increase opportunities for students.
- Spoke with students over telephone to construct class schedules.

Education

- Bachelor of Arts: Psychology 2020
- Nagindas Khandwala College, Malad.

Languages

ENGLISH, HINDI, MARATHI & GUJARATI