

KHALIDA KHAN
Raipur, Chhattisgarh
7566296666
Mairakhanntt@gmail.com

Objective : Responsible worker bringing expertise in office work and few years of related experience in customer-service oriented roles. Eager to work in relationship building and official work related job roles.

Skills: Tele sales, Public Relations, Facility management, Negotiator, M.s Word, Excel, PowerPoint,

01-2020 to 07- 2021 Tele Sales

National GST & Marketing Services

- Using the data provided by organization to generate leads with persuasion and persistence
- Converting difficult leads into customers.
- Cutting costs per sales while increasing conversion rate & by reducing travel expenses and number off field representative.
- Helping to reduce the number of pepole on the sales team.
- Cold calling and helping to reduce negative reaction from leads.
- Providing brand recognition by leaving buyers with an excellent impression of a company through effective customer relation empathy and communication.

01-2019 to 01-2020 Teacher

Unique Convent School

- Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student – centered learning.
- Incorporate exciting and engaging activities to reinforce student participation and hands-on learning.
- Developed and taught lessons on relevant children’s book, poem, movies and themes to promote student interest of children’s literature as avenue of study.
- Supported student teachers by mentoring on classroom management , lesson planning and activity organization.
- Assisted struggling student to maintain progress levels by designing individualized lesson plans focused on areas for improvement.

2017-12 to 2018-12 Ticketing Executive

Himalaya Holiday Maker

- Implemented procedures for processing tickets for all types of sales.
- Day to day processing ,marketing initiatives, financial reporting needs and event promoter settlements.
- Oversaw day-to-day operation of office ,including communication with ticketing company and department leads and management of office staff.
- Worked with marketing and sales department to create and implement up sell opportunities for events.
- Evaluated processes to create efficiencies with staff , resources and processes.
- Assisted ticketing department staff with handling of all internal ticket allotments and all events.
- Provided information about current and future ticket availability to clients.

07-2015 to 04-2016 Teacher

AJ English Medium School

- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Collaborated with team of faculty to develop after- school tutorial program for students in need of extra help.
- Met with administrators and department team members to work on curriculum planning and assessment team members to work on curriculum planning and assessment methods.
- Developed and taught lessons on relevant children's books, poems , movies and themes to promoted students interest of children's literature as avenue of study.

Education

07-2019 to 07-2020 PGDCA : Computer

- Computer post Graduate Diploma in computer Application (PGDCA) from excels computer institute affiliate to CV Raman University.
- 2012 to 2015- B.Com commerce Government College –kurud.

- 2011 to 2012-07 : Higher secondary : Commerce.
- Sunrise Model Higher secondary school – kurud passed, from sun rise model school in year ,with 63% passed higher secondary from sun rise model school in year.

DOB : 04/05/1995

Marital Status : Married

Location : Raipur

Hobbies : Net Surfing, Listening to music, Cooking

Current Address : Opposite to sharda fuels Moti Nagar Raipur

Date :

Thank You