**Bhavna Bhardwaj**

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**Mobile: +91 9654381708**

**Date of Birth : 13/09/1994**

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**Summary :**

To work in a position where I will increase gains in profit performance, revenue growth and market share by using my expertise and skills in business management and entrepreneurial drive.

**Education and Certification :**

* **HOLY CHILD AUXILIUM SCHOOL, NEW DELHI, (MARCH 2011)**
* **Secondary School** , **Percentage – 82%**
* **HOLY CHILD AUXILIUM SCHOOL, NEW DELHI, (MARCH 2012)**
* **Senior Secondary Stream - Medical** , **Percentage – 86%**
* **INSTITUTE OF HOME ECONOMICS, NEW DELHI, (JULY 2013 – MAY 2016)**
* **Bachelors in home science, Percentage – 76%**
* **UNIVERSITY OF DELHI, NEW DELHI, (AUGUST 2016 - JUNE – MAY 2017)  
  Post Graduation Public Health, Percentage – 67%**
* **INTESOL WORLDWIDE, CHESHIRE, UNITED KINGDOM (2nd DECEMBER – 20th DECEMBER 2019)  
  TESOL CERTIFICATION (A1 STANDARD) – Teaching English to Speakers of other Language**
* **INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS), (APRIL 2018)**

**Professional Skills:**

1. Ambitious and highly motivated to meet the demands of the job
2. Excellent skills in marketing and business development
3. Have a track record of getting results and generating sales and improve the service offered
4. Exceptional communication skills
5. Good time management skills

**Work Experience:**

**K.S. INFOSYSTEMS PVT.LTD ( BUSINESS DEVELOPMENT EXECUTIVE), NEW DELHI (ROHINI) (2nd June 2017 – 31st October 2019)**

* Building business relationships with current and potential clients
* Understanding client needs and offering solutions and support; answering potential client questions and follow-up call questions; responding to client requests for proposals
* Cold calling; making multiple outbound calls to potential clients
* Meeting all quotas for cold, active, inactive calls, appointments, and interviews

**Achievements:**

* Awarded **Distinction Certificate** for excellent academic performance.
* Awarded a **Certificate of Merit** for participating in health and fitness camp at the sports fest.
* Scored an overall band score of **7 in International English Language Testing System (IELTS)**
* Awarded an A1 Standard in teaching practice by **Awarding Language Acquisition For Professionals (ALAP)**

**Extra -Curricular:**

* Been an active participant in college cultural fests by being a member of **DANCE and FASHION** society of college.