*Nimmi Bhatia CURRICULUM -VITAE*

Email Id [-nimmi.bhatia1986@gmail.com](mailto:-nimmi.bhatia1986@gmail.com) Linked in -nimmi-bhatia M-+919792223048

**Education-**

Lucknow University Graduated in August '2008

Bachelor’s of Arts in Economics and English

HAL School CBSE Board,Lucknow

Senior Secondary Passed out in May'2006

HAL School CBSE Board, Lucknow

Higher Secondary. Passed out in 2004

**WORK EXPERIENCE-Total 10 + year experience**

**\*Team Tbcc (Make up studio) Lucknow**

As a Social Media Manager Working Since OCT'2019 onwards -Managing Advertising in Instagram and Facebook.

-Redesigning of their website.

- coordination with the vendor for Google Adwords budget

- Lead management

-research on market competitors

-making new Policies for Advertising

**\*Dhyeya IAS Lucknow**

As a HoD of Counselling Depart Worked from March'2019 to Dec '2019 -Business Development

-Counselor Recruitment

-Induction Training of Counselors and Marketing Team

-Strategy making for new business Generation

-Counsel IAS and PCS aspirant

-Batch Management

\***Aakash Educational Services Pvt Ltd, Lucknow**

As a Administration and Admission Counselor. Worked from Nov'2013 to Oct '2017

-Counsel Medical and engineering Aspirants.

--Recruitment

-Batch management

-Training

-Report Making in Excel.

-Solving Parent and Student Greviances.

**\*F-Tec (An NGO of FSRD,Delhi) Lucknow**

As a Regional Coordinator

-Recruitment Worked from June 2007 to June '2011

- Franchisee Fee collection

-Report and file management

-Training of counselors across UP

-Admission Counselling

-Advertisement management across UP.

**\*NIIT LUCKNOW**

As a Academic Counselor Worked from May '2006 to June'2007

-Academic Counselling

-Admission generation

--Batch Scheduling

**Certification-**

* 6month Certification in MS Office
* Knowledge and working expertise in CRM software Like Lead Management.

**Specialties:**

Public dealing, Customer Service, Training, Handling Customer Grievances ,Excel Report making,Business Development and Talent acquisition.

**Language Known-**

* English
* Hindi

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**Signature-**