***Nimmi Bhatia CURRICULUM -VITAE***

**Email Id** [-nimmi.bhatia1986@gmail.com](mailto:-nimmi.bhatia1986@gmail.com)  **Linked in** <https://www.linkedin.com/in/nimmi-bhatia-708297177>

**M-+**919792223048

**Education-**

Lucknow University Graduated in August '2008

Bachelor’s of Arts in Economics and English

**WORK EXPERIENCE-Total 9 + yr 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 Grievances.

**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.

**Schooling**

* **Passed out 10 + 2 in 2006 from CBSE Board**
* **Passed out 10th in 2004 from CBSE Board**

**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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