**CURRICULUM VITAE**

**NATASHA GURUNG**

Address **:** A- 596, SHASHTRI NAGAR, NEAR SHIV MANDIR, OPP PARK, NEW DELHI

Mobile **:** 9643851191

Email **:** [natashaagurung009@gmail.com](mailto:natashaagurung009@gmail.com)

**CAREER OBJECTIVE:**

To work in a challenging environment that leads to personnel and organizational growth. To

Utilize my capabilities and inter personal skills for the benefit of the Company and Country as a whole.

**PERSONAL PROFILE:**

* Dedicated performer and optimistic towards my goals.
* Hardworking and sincere towards my work.
* Committed to my Work and Loyal to my Company.
* Great flexibility of adjusting to different situations.

**EDUCATIONAL DETAILS:**

* B.com pursuing with aggregate 65%from D.U.
* 12th with 77% marks from CBSE.
* 10th with 50% marks from CBSE.
* Business management
* Company secretary from Institute of company secretary

**EXPERIENCE;**

1. **ARC MANPOWER PVT. LTD.**

|  |  |
| --- | --- |
| Project | ARC MANPOWER |
| Role | Business Development Executive |
| Responsibility | Coordinate with Client, Client Acquisition & Management, International Sales & Marketing, and Team Management.   * Developing new clients and building extended business relations with the existing clients. * Expert in Business Development, Client Acquisition, Key Account Management and E- Marketing. * Preparing marketing material for the company services like E-mailers, brochures, templates etc. for effective promotional and marketing activities. * Advertising of the services through different social media websites, professional websites and different web portals. |
| Duration | March 2013 -2016 |

**2. OASIS RESOURCES MANAGEMENT PVT. LTD.**

**JOB PROFILE:**

|  |  |
| --- | --- |
| Project | OASIS RESOURCES MANAGEMENT PVT. LTD. |
| Role | CLIENT RELATIONSHIP MANAGER |
| Responsibility | * Strong interpersonal skills and an ability to build rapport with clients. * Hardworking with a strong work ethic. * Track record of managing client relationships. * Strong follow ups |
| Duration | 1st SEPTEMBER-2016 - 12 JANUARY 2017 |

**ACHIEVEMENTS**

Promotion after 3 months (achieved highest target)

**3. ZOMATO MEDIA PVT LTD**

|  |  |
| --- | --- |
| Project | ZOMATO MEDIA PVT LTD |
| Role | (CUSTOMER DELIGHT) |
| Responsibility | Well experience as Customer Service representative.  -Excellent in cultivating and retaining the healthy relation with customers.  -Experience to provide answers to inquiries of customers.. |
| Duration | FEBRAURY ‘13- 8 –DEC 2017 |

**4.Delhi School of Internet Marketing**

|  |  |
| --- | --- |
| Project | Delhi School Of Internet Marketing |
| Role | Client Relationship Manager |
| Responsibility | * Building long-term relationships with key clients. * Addressing customer concerns and complaints. * Creating sales plans to generate revenue. |
| Duration | 9March 2018-till today |

**PERSONAL DETAILS:**

Date of Birth **:** 26th June 1993

Father’s Name **:** Sh. Vijay Gurung

Mother’s Name **:** Mrs. Uma Gurung

Permanent Address **:** A- 596, SHASHTRI NAGAR, NEAR SHIV MANDIR, OPP PARK, NEW DELHI

Languages Known **:** English, Hindi , Punjabi, haryanvi

Nationality **:** Indian

Marital Status  **:** Single

All the details given above are true to the best of my knowledge.

**Place :**

**Date { NATASHA GURUNG}** 9643851191