**SHIPRA TRIPATHI**

**Contact:**+91-9718833721 ~**E-Mail:**shipratripathi1990@gmail.com

**Seeking managerial level assignments in Recruitment, sales and marketing as a functional area with an organization of high repute**

**Location Preference: Delhi/NCR**

**SUMMARY**



* B.Sc. (Botany Honors) Kirori Mal College with two years’ experience in Recruitment, Team Management, Sales and Marketing and Business Analysis.
* Holds exposure in Business Intelligence, Team Management, Recruitment, Market Research, Competitor Analysis, etc.
* Focuses on understanding the needs of the business as a whole, its strategic direction, and identifying initiatives that will allow a business to meet those strategic goals.
* Proficient in MS Word, PowerPoint, Excel and Internet Application.
* An effective communicator with excellent interpersonal, logical thinking & analytical abilities and with an ability to grasp new things quickly.

**AREA OF EXPOSURE**



Recruitment

Retention

Client Relationship Management

Sales and Marketing

Immigration

Business Development

**ORGANIZATION SCAN AND PROJECTS**



**Since Sep’13- May’15 with APPCO as Team Leader**

Roles and responsibilities:

* Worked on the analysis of market for different clients.
* Provided field training for employees and looked after profitable management of the team.
* Resolved problems and issues which arisen in the organization.
* Prepared daily workloads for staff andcoordinated the daily allocation of work.
* Provided prompt and accurate information on individual performance.
* Preparedthe reports and analyzed the potential of the various sector**.**

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| --- | --- | --- | --- |
| Project Title: **Raising Sales in Insurance** | | | |
| Client: Future Generali | | | |
| Employment Type: Full-Time | Duration: Sep 2013 - Dec 2014 | |
| Project Location: Delhi | Site: Offsite | |
| Role: Project Leader | Team Size: 10 | |
|  | | |
| Role Description: Managing a team of 10 people profitably. Optimizing the sales-force. Making the pitch for the sales. | | |
| Project Details: Raised sales for the Insurance client with a team of 10 people. | | |
| Project Title: **Fundraising for SOS** | | | |
| Client: Save The Children | | | |
| Employment Type: Full-Time | | Duration: Dec 2014 - May 2015 | |
| Project Location: New Delhi | | Site: Offsite | |
| Role: Project Leader | | Team Size: 10 | |
|  | | | |
| Role Description: Sales-force management. Managed a team of 10 people. | | | |
| Project Details: Fundraising for the project named as Save our Sisters which helped the overall upbringing of the molested girls. | | | |

**Since June'15- Present with Maple Fly International Services Pvt. Ltd. as Senior CRM**

Roles and Responsibilities:

* Building good relationships with potential and existing clients.
* Providing training for employees and looked after profitable management of the team.
* Working with team to achieve sales.
* Preparing daily workloads for staff and coordinated the daily allocation of work.
* Generate quality leads that result in sales.
* Preparing the reports and analyzed the potential of the various sector**.**
* Provide regular follow up on enquiries received.
* Provide consulting services to customers simultaneously helping in career planning.
* Maintain the database for the clients interested in immigration.

Project Title: **Immigration consultant**

Client: Working Professionals

Employment Type: Full-Time Duration: June 2015- Present

Designation: Sr. Client Relationship Manager Site: In-House

Role Description: I counsel the clients and determine the interest, aptitude and abilities. Counseling will mainly be by email, telephone or face-to face counseling.

Team Size: 10

**EDUCATIONAL QUALIFICATION**



2013 B.Sc. (Botany Honors) Kirori mal College with76.2% marks

2009 12th from. NIOS (CBSE) with 79.2%

2005 10th fromHoly Mission Senior Secondary school (CBSE) with 55%

**SUMMER INTERNSHIP**



Organization : Ranbaxy Laboratory

Duration : 6 months

Project Title : Pathology Medical research

Department : Laboratory

Guide : Dr. Renu Kathpalia, Dr. Manju Lal, Dr. Rajni gupta

**EXTRA CURRICULAR ACTIVITIES**



* President of Science Block in College
* Won Dance competition in School.
* Painting Competition winner in School.

**PERSONAL SNIPPETS**



Date of Birth : 22.11.1990

Languages known : Hindi and English