**CURRICULUM-VITAE**

**PREETI**

**Add.: E-491, Near Mother Dairy,**

**MCD Colony,Azadpur**

**New Delhi-110033**

**Email-Id**:-[preetiashutosh87@gmail.com](mailto:preetiashutosh87@gmail.com)

**Cont. No**.:- 9015567756/8802212322

**Career Objective**

To work in challenging and innovative environment, leveraging my current Knowledge and Fostering creativity, with many learning opportunities.

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**Profile Summery**

**MBA - specializing in Human Resource Management with multi faceted work experience in industry & very good knowledge of Counseling ,**Excellent in identify the need of organization, Effective communication skills, Problem solving skills, Familiar with working of Ms Excel, Quick learner.

**Work Experience**

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| **UEI-Global Education Pvt.Ltd.(Pitampura,Delhi) :- March 2012 to Still Working** |

**Company Profile:-Uei-global** is the flagship brand of Berggruen Education Private Limited, which is a venture of Berggruen Holdings. Berggruen Holdings is the direct investment vehicle of the Nicolas Berggruen Charitable Trust, estimated to exceed $3 billion but now he has made individual entity. It has made more than 100 direct investments over the last 20 years across various assets, classes including Private Equity, Hedge Funds, Real Estate and Public Markets. Berggruen has regional offices in the US, Germany, Israel, Turkey and India.

**DESIGNATION:-**Senior Tele-Counselor

**ROLE:-** Counseling

**Job Profile:-**

* Handling Enquiry, Counseling with New students
* Business Development through Tele-Calling
* Accountable for Student Database Management
* Generate maximum business & achieving the target
* Make Data Analysis for various type of data
* Maintain MIS up to date.
* Responsible for team target
* Coordination with center counselor & DDI

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| **India Infoline (Paschim Vihar, Delhi) :- April 2011 to February 2012** |

**Company Profile:-IIFL Holdings Limited** (formerly known as India Infoline Limited) is the apex holding company of the entire IIFL Group, which is a leading financial services company in India, promoted by first generation entrepreneurs. It has a diversified business model that includes credit and finance, wealth management, financial product distribution, asset management, capital market advisory and investment banking.

**DESIGNATION:-**Tele-Caller

**ROLE:-**Business Development Executive

**Job Profile:-**

* Making outgoing calls
* Maximum Business generating
* Planning for achieving monthly target
* Accountable for lead generation with the team
* Regular follow ups
* Responsible for Telephonic Closure
* Maintain Existing Clients
* Maintain Healthy Relationship With Clients
* Solving Clients Queries
* Finalizing Meeting With Clients
* Coordination with field executive & field coordinator
* Reporting To Manager

**Educational Qualification**

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| --- | --- | --- |
| MBA (HR & Marketing) | Amity University | Result awaited |
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| BA Completed | Delhi University | 2010 |
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| 12th Completed | CBSE Board, Delhi | 2004 |
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| 10th Completed | CBSE Board, Delhi | 2002 |

**Key Skills & Strength**

• Good communication and interpersonal skills  
• Good in problem solving  
• Experience in counseling and healing wounds.  
• Good in working with psychological stress

**Hobbies**

* Listening Music
* Net Surfing

**Personal Details**

* Father’s Name :       Mr. Dev Krishan

* Date of Birth :          5th May, 1987
* Marital Status :          Unmarried
* Sex :         Female
* Nationality :          Indian
* Languages Known :          Hindi & English
* Religion :          Hindu
* Salary Expected :          Negotiable

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date :

Place : New Delhi **(Preeti)**