# **RESUME**

# DIMPLE THAKUR Phone: +919643948723

## 302,3rd floor, H.No.120 +919911320845

## L Block, Street No. – 5

## Mahipalpur Extension, Email: dimplethakur1010@gmail.com

## New Delhi.

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To utilize my spectrum of skills in the Financial, Commercial and Accounting functions of reputed Corporate Organization. Excel in my profession and contribute towards the growth of a multifunctional organization resulting increase in profits of the stakeholders both as an organization and an individual. Establishing work priorities & procedures to ensure that daily work flow requirements & ensuring that the project deadlines are met.

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| **HIGHLIGHTS** |  |  |
| Good  Knowledge Of Finance & Accounting  Trains and coaches team members.  Quick learner  Good inter personal skills and ability to work under pressure.  Ability to build team environment  Ability to multitask: familiar with company policies and procedures |  | * Ability to function as a team player and alternatively work independently to achieve objectives. * Excellent problem solving and trouble shooting skills. * Demonstrated ability to manage multiple tasks and deadlines. * Fluent in English and Hindi.  Expertise summary …………………………………………… Computer Skills   * Well versed in Windows-98, XP & MS-DOS * Microsoft Office (Word, Excel, Outlook) * Well versed with internet   **Professional qualification**……………………………………………   * Completed MBA from MDU Rohtak (2010 – 2012) * Completed B.Com from MDU, Rohtak (2007-2010)   **Academic qualification**……………………………………………   * 12th (Commerce) from AVN School , Palwal * 10th from AVN School, Palwal |

**PROFESSIONAL EXPERIENCE**

1. **Zero plus Consultants Pvt. Ltd. (May 2015- At present)**

**Designation:** Business Development (Admission-Overseas)

* Give presentations and counseling to the students on Company's service offering.
* Probe and understand student’s needs and budget and accordingly suggest the universities.
* Develop a good relationship from the university and making tie-ups with the help of senior management.
* Present proposals or quotations and subsequent follow-ups to convert the lead. Leads generation through various techniques. Own and achieve team quota and personal quota

#### 2. Shri Ram College of Tech. & Mgmt. (August 2013-January 2011)

* Working as a Lecturer of Accounts and Finance subjects for MBA and BBA classes.
* Class counselor of BBA 3rd year
* Taking PDP Classes for all over grooming the students.
* Responsible member of extra-curricular activities held in college.

#### EXTRA CURRICULAR ACTIVITIES

* Won many prices in singing and dancing competition in my school days at state level.
* Participated in many work-shops such as art of public speaking and personality Development.
* Participated in sports competition in college days such as Badminton and tennis
* Engaged in social activities such as Blood Donation Camp.

**References**

* **Mr. Gautam Bhati** (DM -HR, NTPC)

Ph: +919559578183

* **Mr. Tribhuwan.S.Chauhan** (Sales Manager -KCL, Gurgaon)

Ph: +919911320845

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###### Personal summary

Date of Birth: October 10, 1989

Husband Name: Mr. Tribhuwan.S.Chauhan

Marital Status: Married

Language Known: English, Hindi

Permanent Address Thakur Gali, Ahir Para

Vrindavan, Mathura

Phone No. (R) 09012079562

Hobbies Reading Books & Newspaper, Cooking

Listening Music, dancing

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DATE: (Dimple Thakur)

PLACE: