

VIDHI BHUTA

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OBJECTIVE

Seeking a career start/restart with a forward-moving company as lesser experience can be made up by the right attitude towards taking feedback, honest work, and pro-activeness.

ABILITIES

- Communication
- Multitasking
- Adaptability
- Quick Learner

PROFESSIONAL EXPERIENCE

Business Development Executive at Paytm Insider since August 2022 – September 2022

JOB SUMMARY

- Run all operations for the project/event, end to end.
- Leading system configuration and testing and tracking project timelines.
- Responsible for maintaining assigned client relationships. Interact with internal teams for the smooth flow of each event listing marketing initiatives and payments.
- Responsible for resolving and replying to queries. Managing incoming customer service queries
- Identify and assess organizer/venue needs, collect feedback and share them to relevant teams to achieve customer delight

Client Servicing Intern at Paytm Insider since March 2022 – July 2022

JOB SUMMARY

- Manage and support all client communications.
- Analyze and understand the client mandates in terms of their business objectives and work towards fulfilling them.
- Coordinate with the internal (design/tech/product/content and many more!) teams for smooth functioning of the project.
- Collate and send reports internally and to clients.
- Project kick-off and internal team meetings for planning and execution of project.

Consultant – Nutritionist (Sales) at HealthifyMe since April 2021 – June 2021

JOB SUMMARY

- Handle Scheduled Consultations and Real time leads
- Evaluate strengths and weaknesses of clients
- Document medical history or current health issue
- Assist/Educate with diverse program and plans
- Recording the progression through program stages
- Recommending/Implementing protocol or program changes as required
- Converting free trial & real time clients to premium clients.

Owner at The Kids Club – Toy Library from April 2013 - March 2021

JOB SUMMARY

- Manage incoming call/ enquiries & handle social media account
- Deal with new members & maintain membership database
- Advise parents on suitable toys & follow up overdue toys
- Assist with toy purchasing
- Teaching nursery class student basics like counting, color identification, shapes etc.
- Introduce the concepts of up-down, small – big, ascending - descending order, etc.
- Work on children's writing and reading skills
- Teaching children along with games/activities to make learning attractive
- Participated in different school programs/functions to highlight the importance of toys
- Organized art & craft activities for children at Activity Hub
- Conducted Toy Library sessions at various schools

Freelance Content Writer from January 2011 – March 2013

Travel Consultant at Gem Tours & Travels from June 2010 – November 2011

QUALIFICATIONS

Professional Program in Management from S.P Jain Institute in the year 2009 with GPA of 3.33

S.Y.B. Com from University of Mumbai in the year 2009 with 52%

Higher Secondary from Maharashtra State Board in the year 2007 with 55%

High School passed from Maharashtra State Board in the year 2005 with 60%

HOBBIES

Photography, Cooking, Writing, Travelling,

PERSONAL DETAILS

Languages Known – English, Hindi, Gujarati & Marathi Date of Birth – 28.7.89

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