

Rashi Sang: Age: 23 | DOB: 10-08-1996

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Objective-

I see myself as a leader who empowers others work towards sustainable development through profitable business activities.

PROFESSIONAL SUMMARY

- Insightful and technically adept professional with BA in Economics , Marketing and analytics.
- A proactive strategist with aptitude to thrive in a fast-paced and time-sensitive environment
- Demonstrating an analytical mind-set and capable of thinking in and out of the box, generating new design solutions and ideas
- Strong planning and execution skills with ability to translate requirements into tangible end-results
- Technically proficient with ability to deliver on-time solutions to maximize business value

Experience-

Brindavan Udyog (India) International Business Specialist– May 2019 –Present

Responsibilities:

- Searching for the Potential International clients using web.
 - Generating Database for the Company.
 - Promoting Company's product in the International Market through calls, social media, emails etc.
 - Generating Business for the Company in terms of Increased sales by tapping foreign market.
 - Arranging & Handling International Clients meetings.
 - Maintaining Customer Relationship with International Clients.
 - Giving Presentations to International Clients.
 - Managing & Representing my Company in International Exhibitions
- Identifying and connecting with corporate and retail clients for promotion and marketing.
- Understanding and servicing the client requirements and needs.
- Executing and managing Ad campaigns.
- Maintaining client relations
- Closely working with brands strategy and tech team on implementing innovative campaigns
- Supporting the sales and marketing team by generating business leads and setting up meetings for getting the partnership.
- Collecting quantitative and qualitative data from marketing campaigns.

Shaadisaga Human Resources and Sales Coordinator–9th April 2018 – 1st April 2019

Responsibilities:

- Performing market analysis and research on competition.
- Assisted the organizations in Business Development
- Developed a strategy to attract new customers for Collaboration.
- Administration Management.
- Handling Customer Complaints, and proper feedback to customers.
- Managing the appointments, following up with the clients for appointments.
- Monitoring the customer service standard as per sop's (standard operation procedures)
- Taking care of the products to be sold to the client & maintaining the records.
- Managing all the operational work in office with due responsibility.

Cox & Kings, New Delhi July 2 – July 30, 2015

Responsibilities:

- Worked under VISA department and Coordinated with clients for Outbound Travel
- Maintained all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly.
- Interviewed clients with all applications face to face and by post to ensure that the client is suitable.
- The completion of all relevant visa and immigration documents.
- Verifying that all of the information provided by the client is accurate and correct by preparing and checking all legal documents.
- Prepared all fee quotes and any information required by clients, colleagues or authorities.
- Helped the client to obtain Visas, Green cards and other documentation required.
- Took responsibility of all Immigration issues and operations.

Career History & Courses Undertaken

Advanced Diploma in Computer Applications

Mata Sundari College (University of Delhi)

Certificate Course in Computers (2014 – 2015)

- Course listed under the curriculum of Mata Sundari College, University of Delhi.
- Learned basics related to DOS, GUI, MS Office (Word, Excel, PowerPoint, Access)
- Secured an overall score of 78%.

Diploma Course Programming & Web Designing (2015 – 2016)

- Course listed under the curriculum of Mata Sundari College, University of Delhi
Did projects on Programming Techniques, System Analysis & Design, Software
- Engineering, Photoshop, Flash, PHP, SQL etc.
- Secured an overall score of 56% in Programming and 77% Web Designing

- Advanced Diploma & Web Development (2016-2017)
- ➤ Did projects on Web development, Java, Software Engineering, Photoshop, Dream
- weaver, Oracle

BACHELORS OF ARTS (ECONOMICS- TTM) JULY 2014- JULY 2017 Delhi University, Delhi-India

University of Delhi (Zakir Husain College)

CBSE SENIOR HIGH SECONDARY (2014) Delhi, India

ACADEMIC PROJECTS & EXPERIENCE

- Marketing Team Lead for Zeenat 2016, Zakir Hussain College official annual cultural fest.
- Member of the Hosting team for Zeenat, 2016
- Raised funds for college fests & development programme.
- Project on Sales, Marketing & Business Development.
- Case Study on Foreign Exchange.
- Facilitating International Exchange between countries and building International Relations.
- Building new clients and managing existing and new client relations.
- Held seminar's in various universities.
- Working in Social Sector.
- Maintaining on-ground client management.
- Contacting NGO's for various events.

Extra Curricular Activities

- Debating Society, ZHC (January 2015 – January 2016)
- Organising Annual Fest. Facilitated end to end logistics for one day event.
- Facilitating the whole recruitment drive –undertaking group discussion rounds and facilitating the team activity and personal interview rounds for selection. ZHC(2016-2017)
- Member of Zakir Hussain College Fashion Society
- Member of Zakir Hussain College Arts & Cultural Society
- Member of Zakir Hussain College Swimming Team
- Member of Zakir Husain UNION and fest sponsorship team

Qualities Skills

Confidence -MS Word -Motivational Speaking	Business Development
Multi- Tasking	Stratergy Development
Analytical and Intutive	Integrated Marketing

Creative Thinking management

Multi- Tasking

Business Development

Creative Thinking

Effective communication skills

Solution Oriented -Presentation Skills

Willingness to work in groups.

Creative Thinker.

Target Driven.

Social Media.

Optimistic -MS Power Point –Team

Analytical and Intutive

Can communicate with all type of people

Convincing conversationalist

Goal oriented performer -Oratory Skills

Motivator -Event Planning

Passionate- Crisis Management

Developing Social Interactive Skills