

DEEPANJALI YADAV

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Dubai tower, baniyas square metro, Dubai



Objective

I am enthusiastic and have an insatiable hunger for knowledge which would be mutually beneficial for me and the organisation. I do hope and trust that you will be granting me an opportunity to serve your esteemed organisation after having an insight into my qualifications and experience.



Experience

Dreams come true pvt ltd

03.03.2019 - 30.10.2021

Business Development manager

- Setting goals and developing plans for business and revenue growth.
- Researching, planning, and implementing new target market initiatives.
- Researching prospective accounts in target markets.
- Pursuing leads and moving them through the sales cycle.

Ncr

01.09.2017 - 01.03.2019

Administrative assistant

- Answer phones and greet visitors.
- Schedule appointments and maintain calendars.
- Schedule and coordinate staff and other meetings.
- Collate and distribute mail.
- Prepare communications, such as memos, emails, invoices, reports and other correspondence.

Ncr

02.02.2016 - 31.08.2017

Customer relationship executive (international)

- implement customer analysis to identify trends and opportunities to generate revenue;
- create positive relationships with new clients to help build the customer base;
- monitor and maintain customer satisfaction ratings.



Skills

Communication skill
Team building and work oriented
Computer skilled professional
Quick learner and decision maker



Languages

English
Urdu
Hindi



Activities

Writing Reading books and journals
Listening music Internet surfing



Education

UPTU

2016

B. Tech

A