

Vaishali

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I want to pursue a career where the work is challenging. I believe I would give my best in a place where my skill sets, and ideas can be utilized for better performance. I want to excel in the field of Administration/HR, Customer Relationship Management, Corporate Social Responsibility by making best use of my Knowledge and Skills.

Experience

1. **Business Development** | [Vanpre Designs](#) | New Delhi (Jan'2019 – Sep'2022) – **Part-time**
Roles and Responsibilities:
 - Managing client's database and organizing meetings.
 - Developing strategies for upcoming orders & Monitoring Execution of projects.
 - Co-ordinating with the corporates & professionals regarding upcoming projects.
2. **Customer Relationship Management** | [Shubham Housing Finance](#) | Gurgaon (Nov'2017 –Dec'2018)
Roles and Responsibilities:
 - Contacting potential clients to establish relations and arrange meetings.
 - Developing business relationships with current and potential clients.
 - Maintaining database of prospective client information.
3. **Business Development** | [OnlineTyari.com](#) | Gurgaon (Jan'2017 –Oct'2017)
Roles and Responsibilities:
 - Coordinating institutional groups and students to introduce them to Online Tyari app and content.
 - To set-up mock test online.
 - Managing vendors for books& study materials and logistics partners for delivery of books.
 - Research regarding current affairs, news, articles for content update.
4. **Fundraising Executive** | MSF India (Médecins Sans Frontières) | Delhi, India (Jan'2015 – Sep'2015)
Roles and Responsibilities:
 - To secure, manage, coordinate, implement fundraising activities & meetings with clients.
 - Research, develop, implement and evaluate effectiveness of funding grants.
 - Support community fundraisers in MSF activities.
5. **Internee** | Pulse Associates Pvt. Ltd. | New Delhi, India (Aug'2012 – Oct'2012) – Internship
 - Project & program consultant.
 - Co-ordinating Ministry programs for NGOs.

Skills

Proficient with MS Office • Team player • Time and Team Management • Problem Solving

Highlights

Corporate Social Responsibility • Business Development • Management • HR & Admin • Customer Relationship Management

Education

1. **Amity University** | Noida | 2012-2013 -**Master of Social Work**
 2. **Miranda House** | Delhi University | 2008-2012 - **Bachelor of Arts**
 3. **Indira Gandhi National Open University** | Delhi | 2020 – **Counselling Psychology**
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Extra Curricular

- Herbal life Nutrition – Working as Distributor
- Participated in Quiz competition at school level.
- Participated in various Blood donation camps.

Activities & Interests

Gardening • Travel • Food Art • Reading Books