



AMBEY SINGH JAIN

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Academic Details

- Pursuing **PGDM** from IMT – CDL, Ghaziabad.
- B.A (P)** from Delhi University (SOL), Delhi in 2018.
- 12th** from Government Girls Senior Secondary School, Yamuna Vihar in 2013.
- 10th** from Government Girls Senior Secondary School, Yamuna Vihar in 2011.

Knowledge Purview

- Lead Management
- Client Relationship Management
- Backend Process
- Human Resource Management
- Front Office Management
- Database Management

Soft Skills



Personal Details

Date of Birth: November 21st, 1995
 Language(s) Known: English & Hindi
 Marital Status: Married
 Address: H-3/103 Ground Floor, Sector – 11 Rohini, New Delhi – 110085.

Seeking position in Reputable Organisation to attain an experience that would maximize my knowledge and potential.

Profile Summary

- An ambitious & hardworking individual with rich professional background, gained practical exposure on work culture and procedures while working at: -
 - FOSIIMA Business School** as **Admission Counselor & Front Office Executive.**
 - Earth Infrastructure Ltd.** as **Customer Relationship Executive.**
- Successfully completed multiple online courses in Client Relationship Management & Human Resource Management.

Work Experience

Designation	Admission Counselor & Front Office Executive
Domain	Marketing and Sales
Period	January 2018 – November 2021
KRA	<ul style="list-style-type: none"> Lead Management Admission Process Student Relationship Management Front Office Management Human Resource Management Database Management
Organization	FOSIIMA Business School, Dwarka.
Designation	Customer Relationship Manager & Coordinator
Domain	Marketing and Sales
Period	January 2015 – December 2017
KRA	<ul style="list-style-type: none"> Client Briefing Customer Database Management Cold Calling Backend Process
Organization	Earth Infrastructures Ltd.

Computer Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Proficient in using Enterprise Resource Planning (ERP).
- Good Hand on Data Management System like CMS.

Extracurricular Activities

- Recognized as **“Achiever of The Month”** in FOSIIMA Business School.
- Recognized as **“Ms. Student Friendly”** in FOSIIMA Business School.
- Hobbies: Cooking, Food Explorer.