

## RESUME

### **SHAIENDRI PATEL**

A-1/35, Chattarpur Extn. New Delhi -110074

Mobile: +917303738711

Email: patel.shailendri@gmail.com

## SUMMARY

An organized and creative professional with highly ambitious in sales representative skills and wish to learn more. Possess 5+ years of experience in business development, marketing, and advertising. Expertise in market analysis, forecasting, and client servicing need assessments. Looking to use my existing skill sets to increase company profitability.

### Core Competencies:

- Extremely organized self-Motivated with risk management process and analysis skills.
- Good customer service and interpersonal skills.
- Multi-tasking skills and ability to meet clients' requirements.
- Ability to maintain good relationship with colleagues and clients.
- Possess pleasing personality with effective time management skills.
- Strong verbal communication, fluent in English and Hindi languages.
- Comprehensive knowledge of advance beauty products and its applying techniques.
- Excellent knowledge of various types of skin treatment and make-up.
- Ability to suggest tips for treating all skin-related problems.
- Budgeting and finance management to achieve organisation goal and growth.

### Educational Summary:

- Completed my Diploma in Business administration, New Delhi
- Completed my Diploma in computer teacher training, New Delhi
- Completed 12th and 10th from Baba Ramdev Sarvodya Kanya Vidyalaya, New Delhi.

### Professional Experience:

#### **Senior counsellor**

EDUCATION & CAREER TIMES (ECT), NEW DELHI

**2019 - Presently**

- Been the part of digital marketing team as a counsellor
- Handling, understanding and providing solutions to Student's queries.
- Scheduling and arranging classes for students as per their subject and program
- Work on academic boards to improve learning conditions
- Organize peer counselling programs

#### **Youth counsellor**

DELHI INSTITUTE OF ADVANCED MEDICAL STUDIES, NEW DELHI

**2017 - 2019**

- Listen to students' concerns about academic, emotional or social problems
- Help students process their problems and plan goals and action
- Mediate conflict between students and teachers

- Improve parent/teacher relationships
- Assist with college applications, jobs and scholarships
- Facilitate drug and alcohol prevention programs
- Organize peer counseling programs
- Refer students to psychologists and other mental health resources
- Work on academic boards to improve learning conditions

### **Student Coordinator**

DELHI INSTITUTE OF ADVANCED MEDICAL STUDIES, NEW DELHI

**2015 - 2017**

- Interact with students and provide them with administrative or personal guidance.
- Handling, understanding and providing solutions to Student's queries.
- Supervising other employees and managing a budget for their programs
- Scheduling and arranging classes for students as per their subject and program.

### **Personal Details:**

- Name : Shailendri Patel
- Date of Birth : 17/11/1991
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Father's Name : Mr. Ganga Ram
- Religion : Hindu
- Language Known : English, Hindi, Odia, Rajasthani
- Hobbies : Listening Music, Travelling & Reading Books
- Personal Strength : Leadership skills, Self-confidence, Optimism and Hard working.

**Declaration:** I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date:

Signature  
(ShailendriPatel)