

Anjali Mishra

A Relationship Executive with 1+ years of experience seeking a responsible and challenging position within a progressive company where my cumulative work experience will have valuable application and offer an opportunity for advancement.

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EDUCATION

MBA

Lal Bahadur Shastri Institute Of Management And Development
Studies, Lucknow

07/2019 - 07/2021

85.5%

B. Tech(Biotech)

Integral University, Lucknow

06/2012 - 06/2016

77%

HSC

RLB Memorial School, Lucknow

04/2011 - 04/2012

79%

SSC

RLB Memorial School, Lucknow

04/2009 - 04/2010

77%

WORK EXPERIENCE

Operational Relationship Executive

IELTS Materials(CollegeDekho)

03/2022 - Present

Achievements/Tasks

- I am accountable for the entire Relationship executive role. My job is to help student /teacher to fulfil their requirements and develop plans to address them in a new-to-the-world online platform.
- I help students to understand the LMS portal and also support faculties in understanding the portal and train them
- Support students from the initial stage to cracking IELTS end to end
- Establish and sustain meaningful ties with an organization's clients, which may include companies or individuals, and leverage these connections to retain clients and identify additional sales opportunities
- Help in maintaining students' testimonial data and keep a track of the student's reviews in social media

US IT Recruiter Trainee

Apolis

08/2021 - 02/2022

Achievements/Tasks

- I was responsible for handling IT requirements from US based clients(Cognizant and Apex systems).Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions. Sourcing from Job Portals (Monster, Dice, and Career builder), Making job postings on the Job Portal.Well versed about US Terms like W2, C2C, 1099, US Visas, etc. Responsible to work on Contract, Permanent & C2H (Contract to Hire) positions.

Food Testing Intern

Intertek India Pvt. Ltd., Hyderabad

03/2017 - 09/2017

SKILLS

Operation Management

Learning Management System (LMS)

Business Communication

MS Excel

Interpersonal Communication

Customer Relationship Management

Database Management

INTERNSHIPS

Research Intern in Market Research
Department With Fastcurve Service Pvt. Ltd.
27-jul-2020 to 11-sep-2020

CERTIFICATES

Business Communication Skills certification
(05/2020 - 05/2020)

Digital Marketing Course, Udemy

ACHIEVEMENTS

2nd position in "Hackathon on Swachhta"
organized by Jaipuriya Institute of
Management, Lucknow in collaboration with
Lucknow Nagar Nigam, Government of Uttar
Pradesh

LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Gardening

Sketching

Reading