

Anshika Chhabra

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Summary

I am a Graduate holding professional degree of Company Secretary.

I completed my school education from Scindia School, Gwalior MP.

I have the experience in Education Sector and Hospitality Industry.

My major role in these industries were of Customer Retention, Marketing the business, Developing and Coordinating with vendors, Training and Recruiting human resource, Maintaining the accounts.

I am a certified soft skill trainer.

Education

Indian Institute of Company Secretary of India

Company Secretary

Indore, Madhya Pradesh
Graduated September 2014

As a company secretary, I learned legal compliance, Management skills, Digital Marketing.

Hari Singh Gour Vishv Vidhyalaya

Graduate

Damoh, Madhya Pradesh
Graduated January 2011

As a BCOM student I have learnt basic of commerce which includes accounting, business studies, management, leadership, digital marketing.

Employment History

Career Lift

Operations Business Development Manager

Indore, Madhya Pradesh
October 2015 - February 2016

Working with career lift gave a very strong kick to my work ethics and experience.

Here I was appointed as Operations Business Development Manager but I was engrossed in multi-level working.

My main work profile here was to communicate with schools, colleges, coaching PAN India and understand the need of their business and coordinate with my content development team to develop the curriculum as per their need.

I was also involved in digitally marketing the existing product of my company by drafting the creative mail, pitching the customers.

I was involved in HR work along with training the staff.

My major employer's expectation was to build a good team and grow up the business by understanding in depth the requirement of customers and delivering the solution to their needs.

Working with DPS was an another mile stone in my career.

As a Management head coordinator, I owe major responsibility to the unit .

From marketing, to finance and from parent coordination to staff training all was the part of my KRA.

Working with DPS gave a clear vision to my career hope and my interest.

I understood that I am always looking forward to work with a service industry especially into education and training.

Hobbies & Interests

I take lot of Interest in social media, digital marketing.

I always keep an approach of adding value added service to the business by using social media platform.

I love training people. I am also interested in developing marketing tools and business development tool along with customer satisfaction tools using new social media platforms.

Professional Skills

Social Media Marketing	Advanced
Leadership, Management	Advanced
Legal	Intermediate

Languages

English	Fluent
Hindi	Fluent
Punjabi	Conversational

Reason Of Changing the Job

The reason why am I looking for a job change is because I am married in Indore and willing to continue my Career ahead in the same City.