Tanya Rastogi

Details

Lucknow
India
9219696959
tanyarastogi251@gmail.com

Skills

Teamwork

Effective Time Management

Fast Learner

Microsoft Office

Computer Skills

Adaptability

Communication Skills

Profile

"Experienced and self motivated personally, bringing proven to promote organization and availability through effective schedule development. Excellent customer service and conflict management skills and always eager to learn more. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position in corporate world."

Employment History

Business associate, Polaris Group Of India, Lucknow
JUNE 2023 — PRESENT

- Developed and implemented a marketing strategy that increased brand awareness by 65%
- Developed financial models and projections that accurately forecasted revenue and expenses
- Developed a pricing strategy that increased customer loyalty and market share

Telephone Operator, Aegis limited, Lucknow
JULY 2021 — OCTOBER 2021

- Provided product and service information to customers to help them make informed decisions
- Greeted each customer with a friendly and professional manner, making them feel valued and appreciated
- Resolved customer complaints in a timely and effective manner, bringing the customer satisfaction rating up to 90%

freelancer, fiverr, lucknow
MARCH 2022 — DECEMBER 2022

- Researched and wrote 2 articles on a range of topics for a major tech website
- Coordinated with design teams to create visually compelling content that resonated with audiences
- Created reports and documents as requested by the office manager

Education

B.com Hons., Modern Girls college of professional studies, Lucknow
AUGUST 2019 — JUNE 2022

Intermediate, Sacred Heart Higher Secondary School, Sitapur
JULY 2017 — JUNE 2018

High School, Sacred Heart Higher Secondary School, Sitapur
JULY 2015 — JUNE 2017

MBA , Lucknow University, Lucknow
JULY 2022 — PRESENT

MBA in Finance

Courses

Stock Marketing , Udemy
JANUARY 2021 — APRIL 2023

Financial Market , Coursera