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# RAJNEESH RAO

COUNSELLOR

## PERSONAL CONTACT

9310618168

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G-12 Vishnu Garden,  
110018(New Delhi)

## PERSONAL SKILLS

- BASIC COMPUTER
- TEAMWORK
- TIME MANAGEMENT
- CRITICAL THINKING
- DECISION-MAKING
- ORGANIZATION
- ADAPTABILITY
- LEADERSHIP
- CREATIVITY
- COMMUNICATION

## EDUCATION GRADUATION-

DAYAL SINGH COLLEGE  
12<sup>th</sup> pass-  
MODEL SCHOOL  
10<sup>th</sup> pass-  
MODEL SCHOOL

## LANGUAGES

-HINDI  
-ENGLISH  
-PUNJABI

## PROFESSIONAL PROFILE

"Success is not just about one achievement, but about the consistent effort, resilience, and dedication we put in every day. Great leaders inspire by guiding others with vision and empowering their teams. Innovation happens when we embrace change, take action, and work together toward common goals. The true impact comes from doing what is right, staying accountable, and rising stronger after every challenge."

## PROFESSIONAL EXPERIENCE

### HARPREET FORD

#### SALES CONSULTANT (2007-2010)

Communicating with customers, discussing their needs, persuading them to buy the right vehicle for these needs and promoting sales offers as they arise

- Customer Service: Greeting customers
- Persuading customers: Promoting sales offers
- Organizing test drives
- Financing: Coordinating financing.

### AUTOVIKAS SALES & SERVICE PVT LTD.(CHEVORLET)

#### ASST. MANAGER (2010-2013)

- Assists in hiring, training, motivating, counselling and monitoring the performance of all new & used vehicle sales personnel.
- Assists in directing and scheduling the activities of all department, employees, ensuring proper staffing always.
- Assists in developing the sales department budget and minimizing expenses.

### HOTEL-RADISSON BLU

#### UNIT MANAGER (2014-2020)

Managing all Front Office activities, arranging all transportation support to the guests.

- Managing budgets
- Arranging travel accommodations for business
- Maintain reservation rack
- Greet and register guests
- Handling guests complaints and queries
- Managing company credit cards
- Supervise any maintenance work and renovations.

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## OLMEC HEALTH CARE

### COUNSELLER (2021-2022)

Diagnosing the patient's mental and emotional disorders. Creating effective treatment plans that include counselling, medication or other services. Working with your patience and developing goals. Discussing the treatment plan with your patient on a regular basis to identify faults or room for improvement

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## THE COADE (DETAILING DADDY)

### COUNSELLER & TRAINER (2022-2024)

- Managed franchise operations.
  - Enrolment processes for a leading car detailing company.
  - Developed strategies to attract new franchisees.
  - Enhanced operational efficiency.
  - Provided training and support to ensure consistent service quality across locations.
  - Contributed to business growth through effective relationship management and marketing initiatives.
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## ADDITIONAL EXPERIENCE

- CAR LOAN
- PERSONAL LOANS
- OFFICE EQUIPMENT LOANS
- CREDIT CARDS
- DSA HANDLING

### ABOUT:-

**MARITAL STATUS-** Married

**NATIONALITY-** Indian

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(Signature)

