

Rahul Rai

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Summary

To obtain a position that will enable me to use my strong organizational skills and ability to work well with people.

Experience

ASSISTANT MANAGER (SALES AND MARKETING) | 09/2024 - Current

Pratham Test Prep - New Delhi

- Provided face-to-face counselling sessions for 11th and 12th student.
- Built confidence and self-esteem in students for future accomplishments, helping to further academic success as well as personal sense of achievement.
- Conduct parents session and seminars, Also provide home counselling.
- Conduct seminars in schools and Tuitions centers to guide students about their career and goals.

SR. MARKETING OFFICER | 03/2022 - 08/2024

ICFAI FOUNDATION FOR HIGHER EDUCATION - NEW DELHI, INDIA

- Provide individual counseling of UG students.
- Coordinate referrals to additional resources.
- Prepare and distribute meeting agendas, minutes, and other relevant materials.
- College visit with seniors for seminar and activity in all West Delhi Colleges like Rajdhani College, Shivaji College, IITM College, MSIT, Trinity College etc.

IN STORE DEMONSTRATOR | 01/2017 - 02/2022

NIKON - NEW DELHI, INDIA

- Face to Face interaction with customers.
- Inventory management.
- solve customer queries.
- Demo of products to customer.
- Build good relationship with customers and Dealers.

SALES EXECUTIVE | 01/2015 - 06/2016

OMAX CAMERA CARE - NEW DELHI, INDIA

- Face to Face interaction with customers.
- Inventory Management.
- Build good relationship with customers and dealers.

DATA ENTRY COORDINATOR | 06/2014 - 11/2014

DATA MATRIX SOLUTION - NEW DELHI, INDIA

- Data Entry on there software and excel.

Skills

- Completed Basic Knowledge of Computer from ATIVS Institute Sagarpur.
- Knowledge of Powerpoint.

Education

IGNOU - B.A Programme

CBSE - 12th Standard

CBSE - 10th Standard

Personal Information

- Date of birth : 14/03/1995
- Address : RZ-425/394,Gali no.12,Shivpuri,West Sagarpur, New Delhi-110046
- Nationality : Indian
- Marital status : Single
- Father's name : Mr. Ram Chander Rai
- Known Language : Hindi / English

Hobbies and Interests

- Photography
- Playing Cricket