

YAMUNA.N

CONTACT

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Perungottukavu, Palakkad, Kerala, 678508

SKILLS

- Career Counseling
- Client Relationship Management
- Creative writing
- Office Administration
- Communication
- Time Management
- Team Leadership
- Commercial Awareness
- Content Writing
- Microsoft Excel
- Adaptability
- Multitasking
- Professionalism
- Video Editing

EDUCATION

BA English Language and Literature

University of Calicut

2018-2021

Class XII Biology Science

Kerala State Board

Biology Science

2016 - 2018

LANGUAGES

English

Malayalam

Tamil

PROFILE

As a BA English graduate, I bring a strong foundation in analytical thinking and communication. My experience as a Career Consultant at Kites Career Guidance Agency enabled me to provide strategic career advice, conduct detailed consultations, and analyze student needs effectively. Transitioning to a Business Development Executive role at Elite Resumes, I have developed skills in client relationship management, resume optimization, and business growth. My ability to understand client requirements, coupled with excellent communication skills in English, Malayalam, Tamil has resulted in positive client feedback and successful service delivery. I am seeking a position to leverage my expertise in client management, strategic planning, and team leadership to drive organizational success.

WORK EXPERIENCE

Business Development Executive

2024

Elite Professional Solutions Pvt Ltd

- Developed and implemented strategic plans to expand client base, driving business growth and market expansion.
- Utilized multiple lead generation techniques, including digital marketing and networking, to identify and qualify potential clients.
- Built and maintained strong relationships with clients, ensuring high levels of customer satisfaction and loyalty.
- Executed sales strategies to achieve revenue targets, enhancing profitability and market penetration.
- Engaged with clients to understand their career goals and provided tailored resume and career services solutions.
- Conducted market research to identify new business opportunities and stay updated with industry trends and competitive landscape.
- Collaborated with cross-functional teams to coordinate business development efforts and share market insights.

Career Counsellor

2024

Kites Career Guidence and educational Services

- Provided personalized career counseling to students, helping them identify their strengths, interests, and career goals.
- Assisted students in selecting appropriate academic programs and courses that align with their career aspirations.
- Leveraged excellent communication skills to effectively interact with students, parents, and educational institutions.
- Managed and updated career resources, including brochures, guides, and online materials, to provide up-to-date information.
- Engaged with students through various channels, including phone calls and emails, to provide continuous support and follow-up on their progress.