Chandni

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H.no 78-1/A, Roop Nagar Enclave, Jammu(J&K)

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Phone no. 7889873062

 **PROFESSIONAL SUMMARY**

* Hardworking and focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks, dedicated to business success.
* Skilled team player with strong background in content creation, business relationship and marketing management environments. Works well independently to handle assignments and always ready to go beyond basics assignments. Quick learner with good computer abilities.

**CAREER OBJECTIVE**

* Quality oriented professional with 2.5+ years of experience in both affiliate marketing as primary responsibility along with content creation as a secondary objective. I have a proven knowledge of client relationship, campaigns management, company newsletter creation, content creation, mentorship skills, training and leadership skills. Recently helped an organization in curating blogs for COVID-19 induced UV disinfectant lamps to help grow the business. Currently, aiming to leverage my skills to successfully fill the Content writer or Affiliate Manager role at your company.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Course** | **Specialization** | **Name of Institute** | **Name of Board/University** | **Percentage/CGPA** |
| 2015-17 | MBA | **HR** & IB | Chandigarh University,Mohali | CU | 7 CGPA |
| 2010-14 | BTech | Computer Science | Rayat Bahra,Hoshiarpur | PTU | 67% |
| 2008-09 | XII | Non-Medical, Medical | MIER,Jammu | JKBOSE | 65% |
| 2006-07 | X | Non-Medical | St. Peters High School,Jammu | JKBOSE | 80% |

**PROFESSIONAL EXPERIENCE**

Worked as a **Sr. Account Manager** in **vCommission Media Pvt. Ltd** (Affiliate Industry) for about 2 and a half years (July 2017-March 2020). My key responsibilities for the profile are pinned as;

* Managed daily tasks consistently and sought out opportunities to go beyond requirements and support business targets.
* Prepared revenue and expense forecasts and successfully administered budgets with no overages.
* Handled business tracking, managing reports, monitoring, closing, and other related activities as needed.
* Managed business negotiations with affiliate and pitching the right payouts and campaigns.
* Prepared reports highlighting important information to the affiliates to intimate the areas to be focused for increasing the revenue generation.
* Managed communications between team members, affiliates and keep operations efficient and successful.
* Met targets consistently by working hard and with strong attention to detail.
* Reviewed promotional activities regularly to identify opportunities for improvement and increase revenue.
* Lead new team training through routine operations and unexpected challenges with strong decision-making skills and expert knowledge.
* Curated corporate email write-ups for the client support to meet their requirements and concerns while inducing best relationships with them.
* Prepared organizational newsletters for the various events to intimate the clients.

**PROFESSIONAL SKILLS**

* Business level speaking
* Mentorship abilities
* Email write-ups
* Newsletter making skills
* Content writing

**PERSONAL INFORMATION**

**Date of Birth:**  25.03.1991

**Father’s Name:** Mr. Dewan Raj

**Mother’s Name:** Mrs. Pinki Devi

**Permanent Address**: H.no 78-1/A, Roop Nagar Enclave, Jammu.

**Nationality**: INDIAN

**Languages known**: English, Hindi.

**DECLARATION**

I hereby, declare that the information furnished above is true to the best of my knowledge.

Place: Jammu

(Chandni)