

ABHISHEK BARTHWAL

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EDUCATION

Course	Institution	Board/University	Year	Percentage/CGPA
M.B.A (Marketing & Finance)	Graphic Era Hill University	Graphic Era Hill University	2022-2024	8.05
B.Com	Doon Institute of Management & Research	Hemvati Nandan Bahuguna Garhwal University	2019-2022	7.21
INTERMEDIATE	Bhagirathi Vidyalaya	CBSE, New Delhi	2018-2019	58%
HIGH SCHOOL	Bhagirathi Vidyalaya	CBSE, New Delhi	2017-2018	76%

JOB EXPERIENCE

LEARNING ROUTES PVT LTD | BUSINESS DEVELOPMENT EXECUTIVE

- Counsel prospective students to understand their educational needs and recommend suitable online PG, graduation, and diploma programs. (July'24-Feb'25)
- Manage the end-to-end admission process, including enrollment, documentation, and payment assistance.
- Generate leads through calls and effectively convert them into successful admissions.
- Maintain and update lead data in CRM tools, ensuring timely follow-ups and customer satisfaction.
- Collaborate with universities to stay updated on courses and provide accurate information to candidates.

INTERNSHIPS

INDIAMART INTERMESH LTD | ON SITE | TELE SALES

- Worked as a Service Providers Associate (April '24- June '24)
- Conducted outbound sales calls to potential clients to promote IndiaMART's services.
- Managed and updated a database of leads and customer interactions in the CRM system.
- Developed and maintained strong relationships with clients to ensure high levels of customer satisfaction.
- Provided detailed information about IndiaMART's products and services, addressing any queries or concerns from clients

PIL PSYCHOTROPICS INDIA LTD | ON SITE | MARKETING

- Documentation in Quality Assurance Department (July '23-Aug'23)
- Checked the batch Numbers of the products
- Identified Good and Manufacturing Practices of Products in the Marketing Department
- Product merchandising and taking orders from clients

REDIENT SECURITY | REMOTE | AML KYC ANALYST

- Monitored transactions to identify suspicious activities and financial crime risks. (April'23-June'23)
- Conducted KYC procedures, verifying client identities and financial relationships.
- Identified red flags for money laundering, fraud, and sanctions violations.
- Learned compliance processes and regulatory requirements in AML.
- Submitted reports for AML review and implemented feedback.
- Met deadlines while maintaining accuracy and quality standards

IFORTIS WORLDWIDE | REMOTE | MARKETING AND SALES

- worked as a marketing and sales intern (March'23- April'23)
- Interacted with various customers in different age groups
- Generated leads and converted them into sales

EXTRA-CURRICULAR ACTIVITIES

Positions in competitions	<ul style="list-style-type: none">Achieved the Rising Star Award in November for exceeding monthly targets and delivering exceptional performance in admissions. (Nov'24)Secured 1st position in 'Brand Spark' Competition and received a cash prize of Rs 1500. (April '23)Received winning certificate in a Group Discussion Competition.
Volunteering	Volunteer: (December '22) <ul style="list-style-type: none">Led and managed discipline and safety protocols during various college events, ensuring a well-organized and secure environment for participants.Coordinated with event organizers and volunteers to enforce rules and maintain order throughout the activities.Monitored crowd behavior and responded proactively to any potential safety issues, contributing to the overall success of the event.

SKILLS

Certifications	<ul style="list-style-type: none">Project Planning: Putting it all Together (March'23)Project Initiation (Feb '23)Foundation of Project Management (Feb '23)Digital Marketing (Google)
Skills	<ul style="list-style-type: none">MS Word, MS Power PointMicrosoft Office (Excel)Business Process ImprovementCustomer SupportPerformance AnalysisProcess AutomationAnalytical skillsAttention to detailCritical thinkingProblem-solving skillsCommunication skills

PERSONAL INFORMATION

- Date of Birth: 18/July/2001
- Father's Name: Mr. Suresh Barthwal
- Marital Status: Single
- Gender: Male
- Language Proficiency: Hindi and English
- Hobbies: Travelling and Reading