

Janhvi Malviya

MBA with 8 plus years of experience in sales, coordination, and operations.

Allahabad, Uttar Pradesh 211001

janhvi09@gmail.com

+91 98736 85143

Having 8 plus years of experience in sales, operations and administration in various sectors.

Personal Details

Date of Birth: 1992-07-10

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Administrative Assistance, Advertising, PR, MR, Event Management, Business Operations, Export, Import, Logistic Support, Sales, Travel, Airlines, Railways

Total years of experience: 8

Work Experience

Business Associate

Triphind-Prayagraj, Uttar Pradesh

Full-time

0-15 days notice period

November 2023 to Present • Full-time

KEY ROLE

- Collaborate with clients to craft their perfect travel itinerary
- Coordinate transportation, reservations, and accommodations on behalf of clients
- Create a positive work environment for fellow employees
- Build and maintain positive relationships with tourism organizations, including hotels, restaurants, tour vendors, and event-ticketing companies

Job Responsibilities :

- Stay up to date on the latest travel industry news and trends, such as cultural events and emergency situations
- Provide information and recommendations to clients regarding their future destinations
- Plan itineraries that meet clients' budgets and requests
- Answer emails and calls from clients, addressing any questions or concerns they may have about their travel plans
- Work with clients to make last-minute changes or updates to their itinerary

Operations Manager

Orga Greens-Noida, Uttar Pradesh

Full-time

July 2018 to April 2020 • Full-time

Job Responsibilities-

- Handling Purchase of Orga greens
- Making Purchase Orders
- Preparing Sale Bills
- Dealing with Vendors
- Client Meetings
- Managing the team of 3-7 people.
- Handling recruitment, training & all HR part
- Office Management & Administration tasks (Housekeeping, pantry etc)

Studio Manager

Musical Dreams-New Delhi, Delhi

Full-time

November 2014 to November 2016 • Full-time

Job Responsibilities-

- Handling Business Development of Musical Dreams
- Generating New Enrollments
- Handling Inbound Queries
- Coordinating Events
- Counselling Students and Parents
- Maintaining Records, Fee collection
- Admin works

Sales Support Coordinator

Infodrive India-New Delhi, Delhi

Full-time

June 2013 to October 2014 • Full-time

Job Responsibilities-

- Generating Leads.
- Sending Proposals & Sampling.
- Client Interaction for services & Payment Follow-Up

Business Development Executive

Naukrinews.com-Delhi, Delhi

Full-time

January 2011 to March 2013 • Full-time

Job Responsibilities-

- Client Interaction and Counseling candidates about their profile.
- Generating sales for Career Services like Resume Development, Resume Flash etc.
- Tapping new customers from existing database and offering services.

Professional/Educational Qualification

Education

MBA in Marketing

Mysore University - Mysore, KARNATAKA, IN

2010 to 2012

BBA

Integral University Lucknow - Lucknow, UTTAR PRADESH, IN

2007 to 2010

'O' Level in DOEAAC Society New Delhi

SRSY College - Allahabad, UTTAR PRADESH, IN

July 2006

Skills / IT Skills

- English
- Communication skills
- Computer literacy
- Customer service
- Microsoft Excel
- B2B sales
- Time management
- Project management
- Management
- Sales
- Google Docs
- Microsoft Office

Languages

- English - Expert