

VAIBHAVI RAJVIR

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As a committed and goal-oriented professional, I am actively looking for a challenging position in a reputable organization where I can contribute my vast knowledge and skills and also profit from my passion for growth and learning potential. I am dedicated to achieving outstanding results and going further than expectations. I have a keen eye for detail and strong communication skills. My passionate drive for success and professional growth drives my continuous search for chances.

WORK EXPERIENCE

Operations Manager / VANAKKAM PUNJAB RESTAURANT / SRI VISHNU SWEETS

December 2022 - January 2025

- I have successfully managed the overall operations of Vanakkam Punjab Restaurant and Sri Vishnu Sweets, ensuring smooth daily functions while maintaining high service standards. My role involved handling customer relations, addressing inquiries, resolving concerns, and enhancing the overall customer experience. I also supervised employees, coordinated their tasks, and maintained a professional and efficient work environment. Additionally, I was responsible for accounting daily sales, ensuring accuracy in financial records, and monitoring revenue tracking. By implementing strategic operational improvements, I contributed to optimizing efficiency, streamlining processes, and enhancing customer satisfaction, which played a key role in the growth and success of both establishments.

Sales executive / DHARANI MOTORS AND PUMPS.

August - November 2022

- In my role as the company's sales executive, my responsibilities comprise managing motor sales to dealerships and the company's business, effectively generating new client orders, and guaranteeing smooth transactions. I work closely with the team and am essential for evaluating market trends and identifying possibilities for growth. In addition, I actively participate in the development of strategies meant to maximize sales revenue and successfully contact our target audience.
- In addition, I have a strong commitment to professional growth and frequently participate in sales meetings and training sessions to improve my performance and stay updated with the latest trends. Motivated by a commitment to quality, I put a high value on providing excellent customer service and developing strong bonds with customers build the foundation for long-term company success.

Marketing Intern /APHRODITE'S DRAPE

November 2020 - July 2021

- Aphrodites Drape is a customized design studio & Image consultancy. I developed a new strategy for marketing for the launching of a new clothing line,I conducted surveys as part of my job.
- I managed research data efficiently and supported the production team transfer it for usage. I also analyzed and responded to customer questions, making sure that pertinent information was provided on time. One of the most important parts of my job was conducting market research, which helped me identify target markets, compare competitors, and make smart marketing decisions.

- Transweb Educational Services is founded in 2007 by Aditya Singhal and Nishant Sinha, and it is an online tutoring and educational website and the website provides educational resources to students from grade 4 to university level.
- As a marketing executive, I managed goal-setting and created detailed plans to promote sales and business growth. I organized meetings and cold calls with our target audience through strategic planning in order to promote outreach and engagement. I carefully analyzed data while working together with other departments to find opportunities in the market and alter our plans for the best possible outcome.

Junior executive in human research management / MY CANVAS PVT LTD

July - December 2020

- Recruited teachers and supported their professional growth, ensuring that their qualifications met those needed by The Indian Public School. supported teachers to develop their soft skills so they could meet the requirements of the school and produce a workforce of the highest standard. Closely coordinated with both external and internal stakeholders to guarantee a smooth onboarding process and smooth transition of new employees into the school environment.
- In addition to an outlook of cooperation, I develop a forming bond with a variety of members and both inside and outside the company. I am able to quickly adapt to shifting needs and goals because to my flexible work style, which guarantees top performance and efficacy in reaching goals.

Skills	Education
• Strong social skills and strategic planning skills in marketing. • Proficient at applying growth hacking tactics including data mining analysis • Experienced in digital marketing strategy and business evaluation. • Skilled at extracting insights from Google Analytics. • Capable of delivering project presentations with impact. • Experienced ability for multitasking and decision-making. • Quick learner with a passion for trends and patterns. • Excellent proficiency in English communication.	Bachelor's in Business Administration Passed in 2022 TIPS GLOBAL OF ARTS AND SCIENCE, COIMBATORE, TAMIL NADU Higher Secondary School Passed in 2019 NOTRE DAME OF HOLY CROSS
	languages
	English - Fully Professional Proficiency Hindi -Fully Professional Proficiency Tamil -Fully Professional Proficiency Gujarati - Native/Bilingual Proficiency

Achievement

APHRODITE'S DRAPE BEST INTERN OF THE MONTH NOVEMBER 2020