

# VIBHAV PANDEY

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## OBJECTIVE

I'm excited to embark on my career in management and am actively seeking opportunities to gain practical experience and advance my professional development. I'm eager to work with experienced professionals, learn from their expertise, and make meaningful contributions to organizational growth.

## EDUCATION

<b>BBA (Business Analytics)</b>	<b>2023-26</b>
Lloyd Business School, Gr. Noida	
<b>Intermediate-CBSE</b>	<b>2022-23</b>
Woodland Academy, Gorakhpur	
<b>Highschool-CBSE</b>	<b>2020-21</b>
The Pillars Public School, Gorakhpur	

## EXPERIENCE

### Management Intern

**24 Mar– 23 Sep**

#### **PromediExcel Learning Private Limited**

- Led end-to-end complete courseware project from development, designing the course syllabus and content, to uploading programs on the LMS platform for learner accessibility.
- Supervised and mentored 3 interns, delegating tasks, ensuring quality, and meeting tight timelines.
- Authored and optimized SEO-driven blogs, FAQs, and healthcare-related content to enhance brand visibility and digital engagement.
- Designed and supervised course documentation, including categories, upcoming course templates, and sales initiation scripts.
- Monitored and updated website content with daily change tracking to ensure user-friendly, conversion-focused pages.
- Prepared CSR and partnership guidelines documentation to support business collaborations.
- Built sales talking scripts and lead source documentation to streamline sales processes.
- Coordinated expert testimonials from Vice Chancellors, Deans, and HR Heads to strengthen brand authority in healthcare education.
- Conducted market research on chatbot tools, Razorpay T&C, and client acquisition workflows to improve operational strategies.
- Collaborated cross-functionally for speaker social media promotions, content follow-ups, and stakeholder communication.

### Business Development Executive Intern

**20 Jan– 28 Feb**

#### **Suretek Infosoft Pvt. Ltd.**

- Identified and investigated prospective clients, generating new business prospects.
- Built and maintained strong client relationships, fostering long-term partnerships.
- Created successful proposals and negotiated successful contract provisions.
- Collaborated with groups to deliver projects successfully based on client requirements.
- Acquired valuable industry experience and subject matter knowledge.

## **Market Research Live Project-**

**14 Jan – 16 Feb**

### **Mahanadaya Universal Consultancy Private Limited**

- Acquired worthwhile market research experience in the Indian Impact Assessment Reporting industry while working on a live project with Mahanadaya Universal Consultancy Private Limited.
- Worked for 34 days, carrying out an intensive study.
- Employed effective English literacy (written & reading) and knowledge of MS Office Suite (Word, Excel, PowerPoint) and Google Search for research and analysis.
- Successfully delivered comprehensive documentation, insightful reports, and compelling presentations.
- Refined analytical abilities and gained practical industry experience in a dynamic market.

### **SKILLS**

**Technical Skills-** MS Office, Tableau, Data Analysis, RFPs, Market Research, SEO Content Writing, MIS Reporting, Pricing Analysis, Website Content Management, Sales Script Development, Content review

**Interpersonal Skills-** Project Coordination, Problem-Solving, Teamwork, Adaptability, Stakeholder Management, Cross-functional Collaboration, Attention to Detail, Strategic Thinking, Communication Skills

### **CERTIFICATES**

- Accenture North America-Data Analytics and Visualization Job Simulation – FORAGE
- Introduction to Cognos – IBM
- Winter School 2024 by IIT Delhi on “Data Systems”