BHAWAY BHALLA

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Rani Bagh, New Delhi-110034, New Delhi, 110034 (IN)



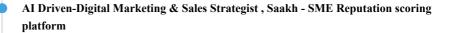
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PROFESSIONAL SUMMARY

Passionate about technology with a strong focus on digital marketing and AI-powered tools. Skilled in SEO, social media marketing, and AI prompt engineering. Experienced in sales and technical support.

EMPLOYMENT HISTORY

Mar. 2025 - Present Ahmedabad, Gujrat



- ✓ AI-Driven Digital Marketing Optimizing campaigns with AI tools.
- ✓ Content & Brand Development Creating high-impact marketing content.
- ✓ SEO & Performance Marketing Boosting visibility & lead generation.
- ✓ Sales & Lead Generation AI-powered CRM & automated outreach.
- ✓ Data & Market Insights AI analytics for smarter strategies.
- ✓ PR & Media Strategy Strengthening brand presence.
- ✓ Team Leadership Aligning teams for business success.
- Consult with sales, media and marketing representatives to obtain information on product or service and discuss style and length of advertising copy.
- Compile lists describing product or service offerings.
- Advise business or other groups on local, national, or international factors affecting the buying or selling of products or services.
- Evaluate the financial aspects of product development, such as budgets, expenditures,
 research and development appropriations, or return-on-investment and profit-loss projections.
- Coordinate or participate in promotional activities or trade shows, working with developers, advertisers, or production managers, to market products or services.
- Direct the hiring, training, or performance evaluations of marketing or sales staff and oversee their daily activities.
- Confer with legal staff to resolve problems, such as copyright infringement or royalty sharing with outside producers or distributors.

Data Recovery Associate, Stellar Information Technology pvt Ltd.

Feb. 2024 - Oct. 2024 Gurugram, Hariyana

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Conduct searches to find needed information, using such sources as the Internet.
- · Manage and maintain executives' schedules.
- Enroll individuals to participate in programs and notify them of their acceptance.
- Create, maintain, and enter information into databases.
- Provide services to customers, such as order placement or account information.
- Maintain scheduling and event calendars.
- Complete forms in accordance with company procedures.
- · Managed technical support, sales, and software sales for international and domestic clients.

Jun. 2022 - Nov. 2023 Gurugram, Haryana

Technical Support Advisor, Concentrix

Provided support for Dell products, troubleshooting, and remote assistance for US clients.

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- · Create, maintain, and enter information into databases.
- Provide services to customers, such as order placement or account information.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Train and assist staff with computer usage.
- Take dictation in shorthand or by machine and transcribe information.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons
 according to their needs.
- Complete forms in accordance with company procedures.
- · Maintain scheduling and event calendars.
- Coordinate conferences, meetings, or special events, such as luncheons or graduation ceremonies.
- Order and dispense supplies.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Develop or maintain internal or external company Web sites.

Nov. 2021 - Jan. 2022 Jaipur, Rajasthan

Business Development Trainee, Byjus

Achieved sales of 1,50,000 INR in 4 weeks.

Involved in cold calling, fieldwork, and conducting meetings.

- Direct foreign sales and service outlets of an organization.
- Assess marketing potential of new and existing store locations, considering statistics and expenditures.
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Monitor customer preferences to determine focus of sales efforts.
- Direct, coordinate, and review activities in sales and service accounting and recordkeeping, and in receiving and shipping operations.
- Advise dealers and distributors on policies and operating procedures to ensure functional effectiveness of business.
- Determine price schedules and discount rates.
- Review operational records and reports to project sales and determine profitability.

Mar. 2021 - Nov. 2021 Noida, Uttar Pradesh Sales Officer, Indiabulls

Stayed informed about the Dhani One Freedom Card and industry changes. Managed sales roles and exceeded targets by effectively promoting credit card products.

- Stock shelves, and mark prices on shelves and items.
- Keep periodic balance sheets of amounts and numbers of transactions.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.
- Sort, count, and wrap currency and coins.

EDUCATION

Apr. 2024 GED:The Complete Digital Marketing Course - 12 Courses in 1

• Udemy, Online, Remote

Apr. 2024 GED:Social Media Marketing MASTERY 2025 | Ads on 10+ Platforms

• Udemy, Online, Remote

Jan. 2021 GED:Advanced National Institute of Information Technology

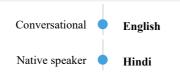
• National Institute of Information Technology, New Delhi, Delhi

May. 2018 BCA:Bachelor's in computer applications

• Mangalam School of Management & Technology, New Delhi, Delhi, In, Delhi

SKILLS





WEBSITES

www.bhawaybhalla.in

https://linktr.ee/bhawaybhalla