



Annapurna Goli

Onboarding Specialist

My Contact

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Core Competencies

- Sales Team Management
- Client Retention
- Sales Planning & Strategy
- Leadership & Team Collaboration
- Performance Evaluation
- Student Counselling
- Business Operations Management
- Employee Onboarding & Training
- Franchise Business Setup Coordination
- Legal Documentation & Compliance Management
- Vendor/Material Coordination
- CRM Tools (Zoho, LeadSquared)
- Microsoft Excel & Word
- Organization & Time Management

Achievements

- Exceeded sales and onboarding targets through process optimizations and collaboration.
- Reduced employee onboarding time by 15%, enhancing franchisee operational readiness.
- Improved franchisee satisfaction scores by 20%.
- Consistently exceeded goal for business growth on the basis of weekly and monthly targets.
- Formulated sales strategies to enhance in monthly generated revenue.

Languages

- English: Professional Working Proficiency
- Hindi: Professional Working Proficiency
- Marathi: Professional Working Proficiency
- Telugu: Professional Working Proficiency

Education Background

- Bachelor of Engineering (Electrical)
- Ballarpur Institute of Technology, Gadchiroli | 2014 – 2017
- CGPA: 8.45/10

About Me

Onboarding Specialist with 6 years of experience in inside sales and 1 years in onboarding Specialist. Expertise in managing franchisee onboarding, compliance processes, and coordinating business setups. Proficient in Microsoft Excel, Word, and CRM tools such as Zoho and LeadSquared, with strong leadership and communication skills. Seeking opportunities as an Onboarding Specialist or in HR operations or in sales, where I can leverage my experience and interest to contribute to business operations and team success.

Professional Experience

BestBrains.Inc | Onboarding Specialist

Jan 2024 – Present

Key Responsibilities:

- Managed end-to-end onboarding and business setup for 20+ franchisees, ensuring seamless coordination between departments, meeting setup deadlines 100% on time.
- Led franchise business setup meetings, aligning with design teams to ensure compliance with space and branding requirements, resulting in a 10% faster business launch.
- Coordinated legal documentation, including FDD receipts and franchise agreements, in collaboration with legal teams, ensuring 100% accuracy in document processing.
- Streamlined the inventory management process by coordinating material delivery and ensuring centers met operational standards, reducing inventory setup time by 15%.
- Conducted weekly check-ins and training sessions to address onboarding questions, improving franchisee satisfaction scores by 20%.
- Played a key role in scheduling state inspections and guiding franchisees through certification processes, achieving 100% certification approval rate.

Hamstech College Pvt. Ltd. | Sales Team Manager

Jan 2020 – Jan 2024

Key responsibilities:

- Manage operations and Team.
- Assign Leads to Team, which leads provided by the company.
- Ensuring daily calls should be productive.
- Monitor a team and provide training to team.
- Helping team members on objection handling on calls.
- Lead and motivate a team.
- Manage performance of the team.
- Giving presentations to interested students and their parents.
- Helping team to achieve weekly and monthly target.
- Taking all responsibilities of admission end to end.

Swan Webs Pvt. Ltd. | Business Development Executive

Jun 2017 – Dec 2019

Key responsibilities:

- Calling the Clients on daily basis.
- Providing information to the customer as per the requirement.
- Sharing proper content as per their requirements through the mail.
- If they have any queries solving it with proper solution.
- Handling the negotiation.
- Handling objections.
- Close the deal.