**Resume**

**Khyati**

**BA**

E: [khyati.290328@2freemail.com](mailto:khyati.290328@2freemail.com)

**Personal Summary**

**dgdf**

Looking forward to work in an esteemed organization, which can provide a constructive & an innovative ambience, where I can solely implement the acquired educational skills, knowledge and can establish myself as an asset to the organization in the fields of Sales & Marketing.

**Areas of expertise**

**dgdf**

Business Planning Negotiation Skills Sales Operation

Market Research Cold Calling & Tele Calling

Direct and Indirect Sales Problem Solving Communication Skill Relationship Management

**Work Experience**

**dgdf**

* **NILKANTH JEWELLERS, Amreli, Gujrat, India.**

***Designation: Operation & Sales Officer***

***Duration: 1st November, 2012 – 22nd April, 2014***

# Sales & Operation

Duties:

* Co-ordination with customers for daily, weekly and monthly planning based on demand.
* Arrange attractive displays in windows & showroom
* Advise customers on products & help them choose the most suitable.
* Build relationship with customers for repeat business.
* Take payment for goods, & issue receipts & also maintaining accounts purchase sales and stock entries.
* Meet weekly & monthly sales targets.
* Using computer systems to manage customer accounts & control stock.
* Giving advertise in news paper and doing courier to old costumers for the marketing purpose.
* **CAREERGETON, Amreli, Gujrat, India.**

***Designation: Operation Officer***

***Duration: 1st May, 2014 to 30th April 2015, 2015***

Duties:

* Bringing new projects.
* Typing approx 250 questions & mcq everyday.
* Uploading all Questions and mcq on company website.
* Uploading all gove. & non Gove. Job news via website.
* Giving mail reply and solving candidates problem and confusions via mail.

**Educational Qualifications**

**Bachelor of Arts (BA)**

Subject: Psychology

University: Gujarat University

**Capabilities**

* Ability to build and sustain working relationships both internally and externally..
* Target oriented & self-driven with high degree of self-motivation.
* Good communication and presentation skills.
* Proficiency on working in a MS office especially in word, Excel & Power-Point.
* Able to work on your own as a part of a team.
* Able to communicate with all levels of management.

**Extra-Curricular**

**Personal Information**

DOB: 26th April, 1992

Marital Status: Married

Visa status Husband Visa

Expected Salary as per Company Rules

Languages Known:

* English
* Hindi
* Gujarati

Interests:

* Travelling
* Reading books
* Listening Music