

Contact HR Consultant for CV No: 336918

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**Summary:**

* Excellent oral communication skills.
* Good Analytical skills.
* Excellent Customer Service Skills.
* Coordinate business meetings involving internal or external clients or departmental meetings.
* Passion for learning, creative problem-solving and ability to do multitasking.
* Shift timings- Flexible to work in shifts.
* Ability to identify solutions based on written procedures, guidelines, and process tools.
* Able to congenially interact with all units within the organization.
* Prepare presentations based upon research, documents and available information
* Correspondence Reports Administration.
* Completing a range of tasks
* Purchase orders
* Completing invoices
* Taking and distribute internal meeting minutes.
* Proven track record of meeting and exceeding sales targets
* Relationship building experience in developing and executing successful sales strategies
* Ability to handle sophisticated customers
* Flexible and able to multitask across a variety of job duties
* Vendor Management
* Responsible for preparation and timely submission of expense reports as requested by management.
* Quick Learner
* Solution oriented
* Ability to work under pressure.

**Languages known**: English, German, Hindi, Marathi, Gujarati.

**Employment History**:

Oct 2016 – Till date : Ventura India Pvt. Ltd.

Position : Executive.

Roles and responsibilities:

* Processing Bills
* Handling Compaints
* Allocating new connections
* Selling new phones,offers, upgrades,
* Retentions.
* Repairs and Returns.

Oct 2014 - Oct 2016 : TheTranslators

Position : Co-ordinator

Roles and responsibilities:

* Bid for translation projects and Get the translations done by translators for various languages.
* Coordination.
* Cold call, direct email, and perform other sales activities.
* Obtain or verify customer information, including address, phone number, and payments methods.
* Explain services in detail.
* Handle enquiries regarding translation rates.
* Take payments.
* Explain or negotiate prices.
* Record transactions.
* Follow up on prospective leads.
* Answer telephone calls about placing orders.
* Resolve customer issues about orders or payment information.
* Schedule appointments for Translation project Managers to coordinate with potential clients.
* Follow up on translation texts to be delivered on time.

Sep 2009 - Dec 2012 : Kansai Nerolac Paints, Mumbai.  
Position : Sales Executive

Job Responsibilities:

* Handle client communications, escalations and reporting.
* Implement and perform the quality and reporting activities for the team
* Interacting with clients and understanding the requirements.
* Prepare presentations based upon research, documents and available information.
* Attending to all follow-up action on day-to-day basis.
* Willing to stretch the extra mile as and when needed.
* Develop a growth strategy focused both on financial gain and customer satisfaction
* Conduct research to identify new markets and customer needs
* Arrange business meetings with prospective clients
* Promote the company’s products/services addressing or predicting clients’ objectives.
* Prepare sales contracts ensuring adherence to law-established rules and guidelines
* Keep records of sales, revenue, invoices etc.
* Provide trustworthy feedback and after-sales support
* Build long-term relationships with new and existing customers
* Develop entry level staff into valuable sales people
* Follow complete sales cycle and close the deal. Basic knowledge of the product.
* Interact with business on regular basis for their business information requirement.

Apr 2006 - Oct 2008: Reliance Info Solutions, Mumbai.

* Maintaining database of prospective consumers.
* Maintaining managing Master data management for customers, items
* Creating reports using SQL queries.
* Report Generation, Pivot table preparation, MIS generation, Graph preparation.
* Excellent in Excel, speed, formula, table formatting, V- Look up, Pivot Tables, etc - Preparing and maintaining daily/weekly/monthly reports.

Apr 2005 - Apr 2006: Motech Software Pvt.Ltd.

Client : Reliance Infocomm DAKC.

Job Responsibilities:

Worked as a Sales executives

* Responsible for supporting the company Sales Team & Ensuring that they have

the tools, support & resources needed to set them apart from the competition.

Managing all the sales related activities of the company.

* Selling international calling card service.

Responding to sales queries via phone, email, & in writing.

* Prepare Quotations, Preformat Invoice according to the sales requirements, maintaining customers Purchase Order & execute it all in time,   
  Co-ordination with accounts team for generating invoices & dispatch department.
* Handling high volume of customers inquires & providing high quality of service to them, & each caller, writing up accurate & grammatically correct sales correspondence.
* Tracking sales order to ensure that they are scheduled, processed & sent out on time.
* Effectively communicating with customers in professional & friendly manner,  
  Ensuring for the delivery of goods.
* Contacting existing customers for new requirements.
* Resolving sales related issues with customers to completing the administrative  
  needs of the sales & processing department, Making follow-ups calls to confirm sales orders.
* SAP BASIS,SAP BW/SAP BO Reports created.

Aug 2000 - Mar 2005: Exact Software Pvt.Ltd, Nariman Point.  
Worked as an IT Hr Assistant

* Joining formalities
* Time office management
* Leave management
* Statutory works
* Employee welfare
* Joining formalities
* MIS reports
* Employee engagement activities
* Appointment letters.

Aug 1996 - Dec 2000: WockhardtPvt.Ltd, Mumbai.  
Worked as a sales executive.

Hobbys: Photography,Travel,Reading.