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**SANA**

**E-mail.:** [**sana.381477@2freemail.com**](mailto:sana.381477@2freemail.com)

**Objectives:**

Seeking a challenging position within a firm to enhance the operational capabilities of the firm with the desired skills sets.

**Educational Qualification:**

* Passed Secondary school in year 2007.
* Passed Higher Secondary School Maharashtra Board in year 2009.

**Suguna food Limited From July 2010-January 2012.**

**Salesgirl.**

**Responsibilities**:

* Listening to customers requirement and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Arranging meeting with potential customers to prospect for new business.
* Acting as a contact between a company and its existing and potential markets.
* Negotiating the terms of an agreement and closing sales.
* Gathering market and customers information.
* Representing the organization at trade exhibition events and demonstrations.
* Negotiating on price and cost delivery and specifications with buyers and managers.
* Challenging any objections with a view to getting the customer to buy.
* Advising on forthcoming products development and discussing special promotions.
* Gaining a clear understanding of customers businesses and requirements.
* Feeding future buying trends back to employers.
* Attending team meeting and sharing best practice with colleagues.

**Croma Electronics from March 2012 - December 2013.**

**Salesgirls.**

**Responsibilities**:

* Sales of branded mobile phones.
* Evaluate on the job performance.
* Work on store floor, determine daily coupons.
* Manage retail staff, including cashier and people working on the floor.
* Ensure pricing is correct.
* Work on store display.
* Formulate pricing is correct.
* Approve contracts with vendors.
* Maintain inventory and ensure items are in stock.
* Maintain and develop good relation with customers through personal contact or meeting via telephone.
* Reviews own target and exceeding targets.
* Provide accurate feedback on future buying trends to the respective employee.
* Attain trade shows to identify new products and services.
* Organize and distribute staff schedule.
* Coach, counsel, recruit, train and discipline.

**NESCO LTD. From FEB 2014 to DEC2015.**

**Tellecaller.**

**Responsibilities:**

* sales of ASIAN PAINTS
* Process was inbound as well as outbound
* maintain and develop good relation with customer through personal contact via telephone.
* Approve contracts with customers.
* rewiews own targets and exceeding target.
* Negiociate the terms of agreement
* Gathering market and coustomer information.
* Ensure pricing is correct or not.
* Train the co-workers.

**Other Qualification:**

* Basic Computer knowledge.
* Well - versed with windows, Excel, word and E-mail and internet.
* Salon crash course(1 year)

**Personal Details:**

* Date of birth : 19th September 1990
* Nationality : Indian
* Marital status : Single
* Sex : Female
* languages : English, Hindi