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***PIRANI***

Email: [pirani.390208@2freemail.com](mailto:pirani.390208@2freemail.com)

**SUMMARY**

Ambitious Sales Consultant and Customer Representative with over 5 years of experience in education and hotel business, Independent worker with high energy and great communication skills. Motivated and goal driven with exceptional leadership and negotiation abilities.

***EDUCATIONAL QUALIFICATION***

* Intermediate from St. Joseph Junior College in Apr-2010.
* High School from St. Joseph High School in March-2008.
* Basic computer certificate
* Advance English language certificate

***WORK EXPERIENCE***

* Worked as a Senior Sales Consultant with Bright Career from Sep-2017 to Jan-2019.
* Sales Executive with IDP India Feb 2014 to August 2017
* Customer service representative with Walnut Hotel from Mar-2011 to Feb-2014.
* Customer service representative with Standard Chartered Bank July 2010 – Jan 2011

***JOB RESPONSIBILITIES***

* Learn the products and services offered, including the sales terms (e.g. special features, return and warranty policies)
* Set targets for the sales department
* Collaborate with the marketing department to prepare common strategies
* Monitor sales numbers and marketing metrics
* Calculate business trends, like monthly sales rates
* Analyze market trends
* Monitor competition and follow current developments
* Ensure sales team is up-to-date with business targets
* Find prospective customers and new target segments
* Serve visitors by greeting, welcoming, directing and announcing them appropriately
* Answer, screen and forward any incoming phone calls while providing basic information when needed
* Receive and sort daily mail/deliveries/couriers
* Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
* Update appointment calendars and schedule meetings/appointments
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
* Coordinating the interview process with Recruitment Team.
* Inventory Management
* Vendor Management
* Updating Leave Cards (Maintaining the manual document of the Employees applying for leaves).
* Assisting the HR team in Joining and exit formalities.
* Good communication skill

***SKILLS***

* Speak and write in fluent English.
* Proficient in Microsoft Office including Excel and Power point.
* Dedicated Worker
* Implement Social Media campaigns.
* Excellent written and verbal communication skills.
* Excellent editing
* Can handle work pressure
* Can work long hours
* Flexible shifts

***PERSONAL DETAILS:***

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| Nationality | : | Indian |
| Date of Birth | : | 16-Jul-1992 |
| Gender | : | Male |
| Marital Status | : | Single |
| Language Known | : | English, Hindi, Gujarati & Urdu |
| Visa Status | : | Visit Visa |

***REFERENCES***

*References available upon request.*