

Naincy Makhija

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SUMMARY

Engaging Sales Associate committed to providing outstanding customer service and maximizing sales. Focused on team support and customer relationship building. Persuasive and friendly individual poised to consistently exceed performance standards and sales targets.

EXPERIENCE

Data Analyst, 02/2022 - 08/2023

Global Logic - Gurugram , India

- Analyzed large datasets to identify trends, patterns and correlations for business insights.
- Optimized existing database structures for better performance on analytics tasks.

Sales Executive, 12/2020 - 02/2022

Reliable Control Solutions - Faridabad , India

- Developed and implemented sales strategies to meet customer needs and increase revenue.
- Cultivated relationships with existing customers to encourage repeat business.
- Analyzed market trends and competitive landscape to identify opportunities for growth.
- Created marketing materials, such as brochures, flyers, and newsletters, to promote products or services.
- Negotiated contracts with clients on behalf of the company.
- Identified new potential markets and developed plans for targeting them.
- Identified industry events to build relationships with key contacts in the field.

Internship Student, 07/2019 - 09/2019

BFactory

- Developed and implemented communications strategies for various projects.
- Assisted in the organization of events such as conferences, seminars, and workshops.
- Researched industry trends and best practices related to specific projects.
- Prepared presentations and reports for senior management team members.
- Created content for social media platforms to increase brand awareness.
- Organized data into spreadsheets and databases for easy access by other departments.
- Drafted emails, newsletters, press releases, brochures, and other marketing materials.

LANGUAGES

English: C2
Proficient

Hindi: C2
Proficient

SKILLS

- Product Sales
- Payment Processing
- Sales Development
- Promotional Support
- Business Development
- Contract Preparation
- Upselling
- Customer Needs Assessment
- Order Processing
- Client Account Management
- Listening Skills
- Sales Training
- Meeting Deadlines
- Problem-Solving Skills
- Strategic Planning
- Cash Handling
- Verbal/Written Communication

EDUCATION AND TRAINING

Masters of Bachelor Administration : Sales And Marketing Education, 08/2021

Aravali College of Engineering And Management - Faridabad

BBA : Sales And Marketing Education, 07/2019

Shree Krishna Institute of Management And Science - Chandausi

Class 12, 05/2016
Sacred Heart Convent School - Chandausi

Class 10, 2014
Sacred Heart Convent School - Chandausi