



Manisha Advasiya

FRONT Desk REPESENTIVE

Seeking for an Opportunity to learn more and enhance skills Which will lead growing

Contact

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Email

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Address

101 Basant Vihar Nanakheda ujjain

Education

2013- 2014

Govt.G.H.S.School Ujjain

PCM

2014 - 2017

Lokmanya Tilak Colleege

Vikram Univercity Ujjain

B.sc(Computer Science)

Expertise

- HTML
- CSS
- JavaScript
- Jquery
- MicroSoft Office
- Email Writing

Language

English

Hindi

Experience

June 2022 – Till now

Anupam Tvs Motor Nanakheda Ujjain Madhya Pradesh

Front Desk /Computer Opraretor

1. Achieving Given target by selling company Vehicle.
2. Vehicle price settle as per customer demand .
3. Sheet Metal component drawing preparation.
4. Customer qurey resolution based on Vehicle supply Demand.
5. Keep eyes in new launching Vehicle competitive market.
6. Cold Calling and manage Vehicle awareness programe
7. Maintain Vehicle supply chain and ensure to end complete the task.
8. To solve customer's problem and maintain healthy relation.

Oct 2019- May 2022

Shreyansh Indane gas Agency Sanwer, indore Madhya Pradesh

Office Manager

1. Customer online and offline KYC updating by cross verifying UDI
1. Direct Cylinder order booking and ensuring delivery as per time line and area wise\
2. Coordination with delivery men and tracking order details as per Schedule.
3. Maintain Official hardcopies data and soft data.
4. Cheking the PX india oil side for the Cylinder Subsidized.
5. To solve customer's problem and maintain healthy relation.
6. To opening new account for LPG and gas Connection.

Jan 2014- July 2014

Patrika Office Ujjain Madhya Pradesh

Product Marketing

1. Achieving Given target by selling company product
2. Product price settle as per customer demand .
3. Sheet Metal component drawing preparation.
4. Customer qurey resolution based on product supply Demand.
5. Keep eyes in new launching product competitive market.
6. Cold Calling and manage product awareness program
7. Maintain Product supply chain and ensure to end complete the task.

Reference

Birth Date 02 sepetember 1997

Marital stuts : Unmarried

Gender : Female