**RESUME**

**Meenakshi Phogat Suhag**

**Contact :**



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**Address:** P-280/10, DIAT Complex, Giri Nagar, Khadakwasla, Pune- 411025.

**Personal Statement:** Experienced in servicing the HNI clients,Computer skills, Including Microsoft Excel, Word, Convincing power.

**Career Objective:**To obtain a managerial position in service department within a growth Oriented, progressive company. I want to apply my business development / servicing skills to an environment where they will make a significant impact on the bottom line.

**Profile:**

**Key Skills:**

* Servicing the HNI clients.
* Sound knowledge of handling their queries.
* Managing relationship with CXO’s and senior management.
* Understanding Customer requirement and proposing right matches as per their requirement.
* Professional management skills such as:-
  + Direct marketing
  + Personal Selling.
  + Promotional Activities.
  + BTL Activities.
  + Motivating and Developing Staff.
  + Well-developed and effective communication skills.
  + Excellent Team-Building Skills.

**Education:**

* Post Graduate Diploma in Management – Marketing and Sales 2009 - 2011

IILM, Greater Noida

* Bachelor of Commerce 2006 - 2009

Kurukshetra University, Ambala

* 12th – Commerce 2005 - 2006

Army School, Amritsar Cantt

* 10th  2003 - 2004

Army School, Amritsar Cantt

**Work Experience:**

**Corporate Serve solutions Pvt. Ltd. Full Time**

**Business Development Executive Dec 2010 – Jul 2012**

**Roles and Responsibilities.**

* Need to do cold calling to collect database.
* Conduct sales and marketing calls on that database to generate leads and to book meetings with the potential customer.
* Execute marketing campaigns under the supervision of reporting sales manager.
* Identify target companies and key decision makers and manage relationship throughout the sales process.
* Conduct sales and marketing calls to book meetings with potential clients.
* Send follow-up marketing materials and make follow-up monthly calls until relationship is established.
* Presentations and solution demonstration on corporate levels.
* Develop and implement plans for strategic account that exceeds expectation in revenue retention/ growth, account profitability, and customer satisfaction.
* Identify target companies and key decision makers and managing relationship throughout the sales process.
* Support other promotional programs including, but not limited to: reactivation, retention, leads and knowledge base marketing programs

**Work Experience:**

**MPG Business Information Systems Pvt. Ltd. Full Time**

**Senior Executive – Sales Aug 2012 – Feb 2013**

**Roles and Responsibilities.**

* Need to work on the data assigned or on our database and need to find out the opportunity from that database.
* Identified target companies and key decision makers and managing relationship throughout the sales process.
* Conduct sales and marketing calls to book meetings with potential clients.
* Send follow-up marketing materials and make follow-up monthly calls until relationship is established.
* Presentations and Solution Demonstration on corporate Levels.
* Need to be in touch with the clients and need to do regular meetings until the account is closed.

**Work Experience:**

**Indiaproperty.com Full Time**

**Relationship Manager Jun 2014 – Nov 2014**

**Roles and Responsibilities.**

* Identified target companies and key decision makers and managing relationship throughout the sales process.
* Conduct sales and marketing calls to book meetings with potential clients.
* Send follow-up marketing materials and make follow-up monthly calls until relationship is established.
* Presentations and Solution Demonstration on corporate Levels.
* Finally closing the account by doing negotiation .

**Work Experience:**

**Shaadi.com Full Time**

**Senior Executive March 2015 – Present**

**Roles and Responsibilities.**

* Help members to find the right match for them.
* Understanding their requirement and then sending the right profiles to them.
* Connecting with them on daily basis.
* Need to search profiles based on their requirement and then take approval on those profiles.
* Need to connect with prospects to take their feedback on member’s profile.
* If positive then exchange their numbers as they can directly co-ordinate.
* Finally arranging the meetings.

**Training Attended:**

**ZEE Entertainment Enterprise Ltd. Apr 2010 – Jun 2010**

**Trainee**

**Project Title**: **“Various BTL activities adopted by ZEE to promote the channel and their effectiveness”**

**Personal Vitae:**

**Date of Birth:**  2nd Nov 1988

**Sex:** Female

**Nationality:** Indian

**Marital Status:** Married

**Language known:** English, Hindi

**Date:** 5th Sep 2015

**Place:** Colaba, Mumbai