

# Yogita Virani

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I am seeking a company where I can use my experience and education to help the organisation meet and surpass its goals.

## Personal Details

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**Date of Birth:** 2000-08-08

**Eligible to work in:** India

**Highest Career Level:** 2-5 years experience

**Industry:** Call Center, Industrial Engineering, Management, Marketing, Quality Assurance, Sales

**Total years of experience:** 5

## Work Experience

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### Manager

Krishna Perfumery And Cosmetics - Surat, Gujarat

May 2021 to February 2022

Order and followup

Generate Leads

Maintaining Staff and salary

Update from sales Executives about order

encourage team to business development and growth of the company

### Manager

Mantavya Enterprise - Ahmedabad, Gujarat

January 2019 to April 2021

Manager Of The company

Doing All File Work

Maintenance of staff

Have to get Orders from Clients By B2B Portal Like Indiamart , Tradeindia

### Sales Executive

Victosales impex pvt ltd - Bakrol, Gujarat

June 2017 to November 2018

Calling To Customer

Finding Data From Online Portals

Maintenance of stock and inventory

Handling exhibitions

Convert clients by leads

## Education

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### **Bachelor's in Business Marketing**

chaudhari commerce college - Gandhinagar, Gujarat

### **Bachelor's**

## Skills / IT Skills

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- Marketing Management (4 years)
- Sales (5 years)
- Computer Operating
- Back Office
- Accounting

## Languages

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- English - Fluent
- Gujarati - Native
- Hindi - Expert
- Marathi - Intermediate
- Kannada - Beginner