

KHUSHBU MAHESHBHAI SHAH

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Contact No : 91+ 9913911589



CAREER OBJECTIVE:

Inside Sales Coordinator with a background in customer service. Experience developing and maintaining interpersonal relationships with customers and prospective clients over the phone. Flexible and analytical with a keen eye for details; able to prioritize workloads to ensure timely completion of tasks. To obtain employment in a field that allows me to utilize my education and experience to benefit the company as well as myself.

ACADEMIC QUALIFICATION:

- Completed **MBA** from SAL Institute of Management, Gujarat Technological University, with **8.06 CPI** in year 2013.
- Completed **BBA** from L.J. Institute of Administration, Gujarat University, with **66%** in year 2011.
- Completed **H.S.C** from Navachetan High School, Gujarat Higher Secondary Education Board with **73.71%** in year 2008.
- Completed **S.S.C** from V.R.SHAH, Gujarat Secondary Education Board with **72.71%** in year 2006.

EXPERIENCE

- Worked in Synersoft Technology Pvt Ltd as a Sales Coordinator- Manager 2013 to 2020.

Skills:

Sales, Marketing, Branding, Advertising, Promotions, Exceptional Customer Service, And Effective Personal Communication.

Description:

- ✚ Taking care of sales with focus on achieving predefined sales target and growth. Forecasting and planning monthly sales targets and executing them in a given time frame.
- ✚ Keeping accurate records of monthly and annual sales figures on a computer database, create detailed sales reports to present to management
- ✚ Receive and route all inbound sales phone calls and sales based emails.
- ✚ Prepared clear sales analysis, as well as sales reports, sales-order status, sales agreements, in-time proposals and presentations

- ✚ Actively supported company sales team – Coordinated sales details, pre-sale material
- ✚ Responsible for training the sales and marketing representatives
- ✚ Managing marketing campaigns to customers for promotions, new product launches, and information.
- ✚ Managing day-to-day operations for the organizations' rail team and perform a variety of duties that include the monitor and maintain office supply inventory, coordinating office staff activities and team meetings, and building issues.

TECHNICAL SKILL

- Basic knowledge of Tally 7.2, Ms Office

PERSONAL PROFILE

Name : Khushbu Maheshbhai Shah
Date of Birth : 10-04-1991
Language known : English, Hindi, Gujarati
Address : 24\25 Jawaharnagar Society,
Opp. Old Anjali cinema,
Vasna, Bhatta ,
Ahmedabad-380007
Contact No : 91-9913911589

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

KHUSHBU M. SHAH