



12/09/1994

503-Rajgruhi Tower,
80 Feet Road,
Surendranagar

2021-12 to Continue

2021-01 to 2021-09

2017-08 to 2020-12

Neerja Khandheria

MBA Marketing

- Surendranagar, GJ, 363002
- 820 018 1017
- neerjaakhandheria12@gmail.com

Highly motivated Jr. Sales & Marketing Manager. Superior communication skills with ability to understand client needs. Bringing 3 years of related experience.



SKILLS

- Finacle
- Presentation
- Digital Marketing
- Tally
- Customer Relationship
- Email Marketing



WORK

Axis Bank Ltd., Surendranagar, Gujarat
Assistant Manager-BRO

Sunshine Fasteners Pvt. Ltd., Surendranagar, Gujarat
Sales & Marketing Executive

- Identifying new Customers.
- Promoting the company's existing brands & introducing new products to the market.
- Handled calls to address customer inquiries and concerns

Windston Springs Pvt. Ltd., Surendranagar, Gujarat
Jr. Asst. Sales & Marketing Manager

- Promoting the company's existing brands & introducing new products to the market.
- Boosted sales by conferring with customers to evaluate requirements and recommend best-fit company offerings.
- Developing a pricing strategy that maximizes profits & market share but considers customer satisfaction. / Identifying new Customers.
- Evaluated inventory and delivery needs, optimizing strategies to meet customer demands.
- Continually maintained and improved company's reputation and positive image in markets served. Handled calls to address customer inquiries and concerns.
- Resolved problems, improved operations and provided exceptional client support.
- Maintained records related to sales and inventory availability.
- Vendor Follow up /Payment coordinator



EDUCATION

- **MBA: Marketing-** C.U. SHAH UNIVERSITY – Surendranagar
- **B.COM: Commerce** - Saurashtra University - Surendranagar