

Mansi Parekh

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Professional Summary

Diligent and hard-working candidate ready to contribute solid effort as team member. Thorough and highly organized with excellent communication skills. Reliable worker with strong work ethic.

Skill Highlights

- Performance Reports
- Telephone etiquette
- Office administration
- File management
- Time management
- good in communication

Computer Skill

- MS Office suite
- Email management
- Messaging
- Tally Prime

Experience

Back Office Sales Co-ordinator – 17th March 2023 Current **Sunce Info Solution Pvt. Ltd.** - Ahmedabad

- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates.
- Making the company's products and services as attractive to potential customers as possible.
- Maintain organized sales records and report month-end goal setting to the senior management team

Media Co-ordinator - December 2019 – March 2023 **Pragati incorporation** - Ahmedabad, India

- Developed advertising strategies and converted ideas into concrete tasks and delegating tasks to appropriate individuals and departments.
- Negotiated rates with media sales companies.
- Handled external communications with media and public relations professionals.

Front Office Receptionist - November 2017 - February 2019 **CIMS Hospital** - Ahmedabad, India

- Directed incoming calls to internal personnel and departments, routing to best-qualified department.
- Screened visitors and issued badges to maintain safety and security.
- Prepared meeting rooms and materials and recorded important information.

Assistant - September 2016 - November 2017 Anmol Medicare TPA - Ahmedabad, India

- Organized resources, records and personnel to accomplish aggressive targets.
- Documented and distributed meeting notes to identify, analyse and improve workflows.

Councilor - September 2014 - September 2016 Frankfinn Institute of Air Hostess Training – Ahmedabad, India

- Used public gatherings, community events and direct relations to keep constituents happy and informed.

Education

Bachelor of Commerce - Gujarat University Ahmedabad March 2015

H.S.C Commerce Swaminarayan vidhyalaya Ahmedabad March 2012

Languages

English, Hindi, Gujarati