

RESUME

Mrs.Satnam Kaur

Address :- H.No. C-109, Block –C , Sarthak Homes, Kumhari, Bhilai,C.G.

Contact Number :- +91-8305528160

Objective:

- To achieve desired result by becoming successful professional in my professional carrier and contribute the organization to achieve greater heights with hard work and sincere efforts. Knowledge , skills and experience with the objective of development & growth of the Organization

ACADEMICS:-

- Bachelor of Commerce from Pt.RaviShankar University Raipur in year 2010 from Mahila College.
- PGDCA from Pt. RaviShankar University Raipur in year 2011 from Sai College.
- M.Com. from Pt. RaviShankar University Raipur in year 2013 from Kalyaan College.

Work Experience - 3 Years

1. Sales Co-ordinator and Telecaller At Shivrath Hyundai - 6 Months(Mar'19 to Sep'19)

Job Profile:-

- Calling on lost data and generate enquires.
- Hot enquiry given to SC and followup them.
- Inform customers to company related schemes and benefits and all the vehicle details.

2. CRE At Renault Mahadeva Cars Mova - 6 Months (Nov'17 to Apr'19)

Job Profile:-

- Customers complains handle and resolve them..
- Order the vehicles and allot to the sales executives.
- Inform the Customers about there RC and Insurance related documents.

3. CRE At Shivrath Hyundai - 1 year 6 month (Apr'13 to Nov'14)

Job Profile:-

- Handle the delivery process and all the vehicle stock.
- Customers complains handle and resolve them..
- Order the vehicles and allot to the sales executives.
- Data Entry Operator (GDMS) and make the incentive for all the sales consultants.
- Make activity camp reports and annual reports.

4.Reliance Communication - 1 Year(Apr'12 to Mar'13)

Job Profile:-

- Telecalling at BNC department
- Back Office work and inform the customers about new plans.
- Telecalling at Sales Department and handle all the plans of customers

COMPUTER LITERACY:-

- MS-Office.
- Internet Browsing,
- Downloading .

SKILLS :-

- Hard Working
- Honest
- Quick learner
- Multitasking
- Co-operative

PERSONAL DETAILS:-

- Husband's Name. : Sandeep Singh
- Date of Birth : 14-07-1990
- Permanent Address. : H No-63 Near Shakuntala Vidyalaya
Ramnagar Bhilai ,Durg C.G
- Language known : Hindi ,English,Punjabi
- Hobbies : Singing ,Dancing, listening Music
- Email : satnamkaur14790@gmail.com

DECLARATION:

I hereby declare that, the information provided above is true to the best of knowledge and belief. I would also like to emphasize that, I am a hard working person who believes in perfection and will do my level best for satisfaction of my organization.

If i get selected for this profile I will surely prove myself as an asset for your Organization.

SATNAM KAUR