

[Your Name]

[Your Address] | [Your Phone Number] | [Your Email Address] | [LinkedIn Profile]

## Professional Summary

Enthusiastic and customer-focused Sales Executive with experience in handling sales, quotations, and customer relations. Adept at recruiting, email communication, and delivering excellent customer support. Currently pursuing a Bachelor of Arts, I bring a strong work ethic and interpersonal skills to drive results and foster positive client relationships.

## Work Experience

### Sales Executive and Customer Support

Rulling LPES International Private LTD

ILD Trade Centre, Sector 47, Gurgaon

June 2027 - November 2024

- Interacted with customers to understand their requirements and provide effective solutions.
- Managed sales processes and prepared quotations tailored to client needs.
- Handled corporate mailing for business correspondence.

### Recruitment Associate

Sortout Media

December 3, 2024 - Present

- Led recruitment processes to identify and onboard talented individuals.
- Collaborated with hiring teams to understand job requirements and ensure successful placements.

## Education

Bachelor of Arts (Pursuing)

N.G. College, Manipur

3rd Semester | Expected Graduation: 2024

## Skills

- Customer Relationship Management
- Sales and Quotation Handling
- Recruitment and Talent Acquisition
- Professional Communication and Email Management
- Problem-Solving and Decision-Making
- Team Collaboration and Coordination

## Languages

- English
- Hindi
- [Any additional languages you know]

## Achievements

- Successfully handled client queries and improved customer satisfaction.
- Assisted in streamlining recruitment processes at Sortout Media.

## Hobbies and Interests

- Networking and building professional relationships
- Learning new strategies for sales and customer support