

SWATI

Sales Executive

CONTACT

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H.No 633 Amberdkar Colony Gali No-5
Chhattarpur , New Delhi

EDUCATION

Masters of Arts Completed in june 2024.

University of Delhi
New Delhi.

Bachelor of Library and Information Sciences

IGNOU Delhi Completed in Aug 2024

Bachelor of Arts Completed in june 2020.

University of Delhi
New Delhi.

12 th Completed in May 2017.

Central Board of
Secondary Education Delhi

10th Completed in June 2015.

Central Board of
Secondary Education Delhi

STRENGTH

- Punctual and Smart Worker.
- Confidence
- Hard Working

LANGUAGES

- English
- Hindi

TECHNICAL SKILLS

- MS Word
- MS Excel
- MS Powerpoint

PROFILE SUMMARY

Motivated and results-oriented car sales professional with more than **3 years** of experience in the **automotive industry**. Proven ability to connect with customers, understand their needs, and provide tailored solutions that drive sales and customer satisfaction. Highly skilled in communication, negotiation, and relationship-building, with a deep passion for cars and the industry.

WORK EXPERIENCE

Dee-Emm Hyundai - M.G Road Gurgaon

Sales Executive

May 2023 - Currently working

- Build a rapport with potential customers to improve the possibility of a sale in the future
- Maintain a customer database and communicate with them
- Assist customers with completing the relevant paperwork required for a successful sale to be processed
- Maintain reporting structures and recording sales and inventory
- Collaborate with team members to reach sales targets
- Assist with the set up of showroom and promotional displays
- Coordinates with the service department to ensure timely delivery of sold vehicles