

MONIKA SOLANKI

SUMMARY

Customer-focused Management , successfully contributing to company profits by improving team efficiency and productivity. Skilled at effective negotiations and upselling techniques. Utilises excellent organisational skill to enhance efficiency and lead teams to achieve outstanding sales.

EXPERIENCE

Quality Check Executive, 02/2022 - Current

SBI Cards - Indore, India

- Daily Reporting from Field Sales Team & Reporting to Regional Sales Manager.
- Verification of Sales Data.
- Screening of Sales Data.
- Make Power Point Presentation on Sales Data in Month wise & Quarter wise.
- Reporting to Regional Sales Manager.
- Maintain Sales Data on Excel on daily basis.
- Maintain Target vs Achievement Sheet in Excel.

Sales Support Executive, 06/2021 - 12/2021

Bajaj Finance - Indore, India

- Make a Token Entry to Give Cashier.
- Make a over Draft & Personal Loan Draft.
- Give Backoffice support to field sales team.
- Follow-up's with Field sales team.

Customer Care Executive, 01/2021 - 05/2021

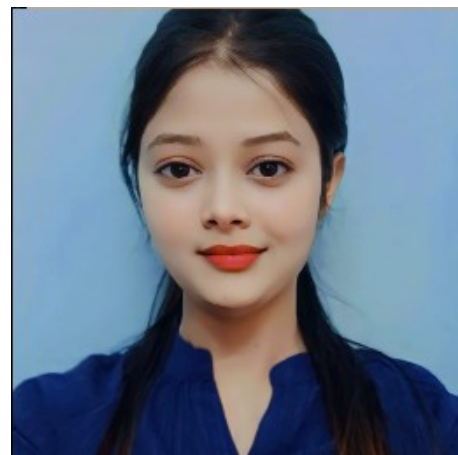
Himalayan Organics - Indore, India

- Handle the orders & move to Respective Department
- Handle Dispatch Tracker System.
- Attend Incoming Calls on Toll Free Number to Introduce about products.
- Maintain the data of costumers Feedback in Excel
- Make Power Point Presentation (Month Wise)
- Attend Costumers Complains & Quarry.

KYC Executive, 11/2019 - 12/2020

Swastika Investmart - Indore, India

- Handling customer complaint & Record details of the complaint.
- Maintain a trade sheet from Buyer & Seller both end.
- Fill-up KYC Form by Call & Physically.



CONTACT

Address: Indore, India 452011

Phone: 9340109589

Email: solankimonika397@gmail.com

SKILLS

- MS Excel (Advance Excel with VLookup)
- Positive Attitude
- Communication
- Effective leadership
- Financial analysis
- Recruiting and interviewing
- Client relationship management

- Maintain Costumers Feedback in Excel Sheet on daily basis.

EDUCATION

B.Sc. in Micro Biology

Jiwaji University - Gwalior

M.B.A. in HR & Marketing (Pursuing)

Vikrant Institute Of Technology & Management - Gwalior

Affiliated From Jiwaji University Gwalior

LANGUAGES

Hindi: First Language

Hindi:

C2

English:

B2

Proficient

Upper Intermediate

HOBBIES

- Sketching
- Travelling

PERSONAL PROFILE

- **Father Name** - Mr Ramesh Solanki
- **DOB** - 14/02/1997
- **Marital Status** - Unmarried
- **Nationality** - Indian
- **Postal Address**- Arihant Girls Hostel, MR-9, Indore - 11
- **Home Town** - Gwalior, Madhya Pradesh