**RESUME**

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| **Divya N Naik**  Building Name- Mugilu  First Main, First Cross  Girinagar Tumkur -572104  Karnataka |  |  |
| **Email:** [divig130@gmail.com](mailto:divig130@gmail.com)  **Mobile:** 8788348110 **/** 9481028982 |  |
| **Strengths** | | |

* Highly adaptable, continual self-learner with proven time and strength.
* Strong communication, interpersonal and organisation skills with ability to manage stress.
* Hard working and time management skills.
* Confident in take up challenging task.

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| **Education Qualification** |

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| **Course** | **Institution /University** | **Year of Passing** | **% Achieved** |
| M.B.A. | Manasa Gangotri Collage, Bangalore, Mysore University | 2015 | 62% |
| B.B.A. | Govt. First Grade College, Honnavar,  Karnataka University | 2012 | 63% |
| PUC | Govt. P.U. College, Kavalakki,  Dept. of Pre University Education | 2009 | 69% |

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| **Total Work Experience ( 3 Years 7 Months )** |

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| **Company  Name** | : | **AAA Hydraulics India Pvt Ltd, Bangalore** |
| Designation | : | Sales Coordinator |
| Duration | : | August 2014 to May 2016 |

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| **Company  Name** | : | **Positive Packaging Industries  Ltd, Bangalore** |
| Designation | : | Sales Coordinator |
| Duration | : | June 2016 to October 2016 |

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| **Company  Name** | : | **Sander Meson India Pvt Ltd, Goa** |
| Designation | : | Sales Coordinator |
| Duration | : | July 2017 to June 2018 |

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| **Company  Name** | : | **Chino Corporations India Pvt Ltd, Navi Mumbai** | |
| Designation | : | Sales Coordinator | |
| Duration | : | October 2018 to November 2018 | |
| **Job Profile and Responsibilities** | | |

* Managing all the sales related activity of the Company
* Calling and taking follow up active clients
* Making Vendor Registration
* Handling a high volume of customer enquires whilst providing a high quality of service to each caller.
* Getting Data from various portals (from Internet)
* Co-ordinate with the branches. for new orders.
* Progress on product & discuss with Dept.
* Quality Error issues reported to the respective dept..
* Follow-up with daily updates and progress from sales dept.
* Tracking sales orders to ensure that they are scheduled and sent out on time.
* Effectively communicating with customer in a professional and friendly manner.
* Supporting the field sales team.
* Resolving any sales related issues with customers.
* Making follow up calls to confirm sakes order or delivery dates.
* Making Quotation
* Responding to sales enquires via phone, E Mail, and in writing.
* Processing sales related letters, proposals and contact in a timely manner.

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| **Personal database** |

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| Name | | : | Divya N Naik | |
| Husband Name | | : | Nagraj Naik | |
| Date of Birth | | : | 1st July 1991 | |
| Marital Status | | : | Married | |
| Nationality | | : | Indian | |
| Hobbies | | : | Singing, Watching Movies, Listening music, etc. | |
| Languages Known | | : | English, Kannada, Hindi & Konkani | |
| Permanent Address | | : | Divya N Naik,  C/o Vasudev V Naik,  # 73, Post: Sanikatta, Gokarna,  Kumta (Tq), Uttar Kannada (Dist),  Karnataka -581326 | |
| **Declaration** | | |

               I hereby assure you that all information furnished above is true to best of my knowledge and references for the same will be provided on instruction.

Date:

Place: Tumkur Divya N Naik