


Saloni Khandelwal

 B248C Chattarpur Enclave, Chattarpur, Delhi, 110074 (IN)
 khandelwalsaloni94@gmail.com
 8638072776

Professional Summary

Dynamic and motivated professional with a proven record of generating and building relationships, managing projects from concept to completion. Adaptable and transformational person with an ability to work independently, demonstrating exceptional communication skills, and developing opportunities that further establish organizational skills.

Employment history

GLOBAL BUSINESS DEVELOPMENT, JINDAL POLY FILMS. DELHI

Jun. 2019 – Present

Business Development - 6 Months

- Build strong corporate relationships with customers and industry associations.
- Suggest improvements in business strategies based on customer feedback mechanism.
- Expanded business development aligned to overall company goals.
- Assisted in meetings and produced presentations for clients.
- Collaborate with the marketing team to successfully present and promote products.
- Facilitate service level agreements and contract negotiations.

Sales Coordination - 6 Months

- Providing the highest level of customer service to the company's clientele with timely responses on all inquiries.
- Improve and develop reporting tools.
- Acting as a liaison between customers and internal teams.
- Handle the processing of all orders with accuracy and timeliness.
- Assist in the preparation and organizing of promotional material and events.

SUMMER INTERNSHIP, STALLION CAPITAL MANAGEMENT. DELHI

Feb. 2018 – Apr. 2018

- Review of sales performance against sales targets.
- Worked closely with the manager and timely completion of allocated tasks.
- Gathered information through surveys, by speaking to clients.
- Assisted managers with negotiations.
- Participated in the interviewing process.

MARKETING & HR INTERN, MUKAND GROUP. GUWAHATI, ASSAM

Aug. 2016 – Sep. 2016

- Marketing & Sales.
- Performing market analysis.
- Assisting the marketing & HR team in daily administrative tasks.

Skills





Education

ICFAI BUSINESS SCHOOL, GURGAON, HARYANA

MBA, MARKETING & FINANCE, Apr. 2019

SHRI SHIKSHAYATAN COLLEGE, KOLKATA, WEST BENGAL

B.COM (HONORS), ACCOUNTING, Jun. 2016

DON BOSCO SCHOOL, GUWAHATI, ASSAM

COMMERCE, Apr. 2013