**Aanchal Nishad**

Shivkrupa Bldg, Bldg No: 12/C/42,

Shivdham, Complex, Dindoshi, Malad (East).

Mumbai- 400097

E-mail: aanchalnishad123@gmail.com

Phone: +91-7738642949

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| **Career Objective:** |

I would like to pursue my career in a challenging and rewarding position that will allow me to utilize my existing skills. My job priorities would be to make a significant contribution in the workplace, gel with the organization’s culture and grow through learning.

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| **Work Experience:** |

**LANDMARK SOLUTIONS: (April 2016 – Till Date)**

Designation: Business Development Executive

* Approaching new Clients and Existing Clients.
* Calling and Follow-Up.
* Generating Sales and Marketing.
* .Site visit with interested Clients.
* Maintaining the sales flow at the current running Site.
* Maintaining the Balance Sheet, Data & Sales Report.
* Payment Follow-up with existing clients.

**CREATIVE ART STATION: (January 2014 - March 2015)**

Designation: Sales Executive

* Doing Client meetings and checking the Requirement.
* Working with the designer as per the Client Requirement.
* Measuring the stall size or set size.
* Maintaining the data of the clients.
* Giving multiple options of designs of sets or stalls to the Client for short listing.
* Updating records as per amendment copy.
* Supporting other vertical depts. if required.

**RUBIN DISPLAYS: (June 2013 - December 2013)**

Designation: Tele-Caller

* Calling up Clients and generating sales.
* Maintaining Data and sales record.
* Maintaining the existing Clients and the project requirement.

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| **Education and Qualifications:** |

* T.Y.B.Com from Mumbai University in the year 2015-2016.
* HSC passed from Maharashtra Board in the year 2012-2013.
* SSC passed from Maharashtra Board in the year 2004-2005.

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| **Computer skills:** |

* Good with computers and MS Office.
* Good command over usage of Internet.
* Good Typing Speed.

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| **Strengths:** |

* Possess good communication and interpersonal skills.
* Quick learner, result oriented, hardworking and sincere with ability to work either independently or as a part of a team.
* Can work under pressure and can deal with the given work on time.

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| **Personal Details:** |

* Date of Birth : 8th May 1994.
* Marital status : Single
* Sex : Female.
* Nationality : Indian.
* Linguistic Skills : English, Hindi & Marathi.
* Hobbies : Travelling, Listening to Music & Reading Books.

**Place: Mumbai**  **Signature and Date**

**Aanchal Nishad**