

# Neelam Rathore

Email: [neel19832222@gmail.com](mailto:neel19832222@gmail.com)

Phone: +91-7573999851

## Professional Summary

A highly motivated and independent individual who has the ability to generate sales and profits for the employer. Experienced in such aspects as client relationship management, sales growth, and business development. Proven ability to build efficient client relationships, create sales propositions, and negotiate. Wonderful ability to manage and achieve any kind of client queries and sales targets. Analyzing and gathering leads and making the best sales strategies to bring value to the organization. Developed and maintained successful working relationships with both internal and external staff. Strong communications and influencing skills. Well experienced in people management and staff development.

## Core Skills and components

- Client relationship management
- Sales-Oriented
- Business development
- Client handling
- Data management
- Leadership Skills
- Time Management
- Detail-Oriented
- Effective Communication Skills & Confidence
- Efficient multi-tasker

Education: Bachelors of Arts

## Professional Experience

**Company:** Gym Lounge Premium

**Dec 2019 - Current**

**Role:** Sales Manager

Responsibilities:

- Responsible for engaging with prospective clients and providing them with the necessary information about the gym policies while maintaining high standards of professionalism.
- Increased Sales Revenue within two years, generated nearly 15 to 20 Lakhs of membership sales every month. In addition, made sales of more than 2.5 Lakhs worth of membership on many weekends.
- Well achieved sales target every month by 90% single-handedly.
- Due to good work ethics and consistent performance in membership sales, being able to manage 3 franchises over the last 2 years as sales manager.
- Making a significant amount of sales for "Personal Training" membership and securing incentives for myself.
- Have solid follow-up strategies and tactics to generate more sales.
- Work towards the sales target aggressively and energetically.

- Ability to maintain excellent reporting of sales, and gym budgets (expense & income) through CRM & Excel sheets.
- Maintained and extended the database of prospective clients.
- Excellent organizational and time management skills and the ability to multi-task.
- Proficient in Communication, Negotiation, Presentation, and Client Relationship management.
- Responsible for maintaining necessary data and records for future reference.
- Possess qualities like problem-solving, team building, resourcefulness, and efficient communication to generate more leads and sales.
- Ability to manage, and train staff for sales & customer relationship management.
- Perform other duties assigned by the branch Manager.

**Company: Hyundai**  
**Role: Sales Executive**

**January 2018 to August 2018**

Responsibilities:

- Selling vehicles that satisfy customer's needs and meet dealership sales goals as well.
- Developed good relationships with customers for future sales references.
- Generated new sales by prospecting, making follow up calls to customer base and referral sources.
- Always ensured that customers understand the vehicle's operating features and warranty.
- Managed all customers contact and keeping accurate records of every contact result.
- Major task was to Staying updated on incoming car models, features, accessories, and how they benefit the customer.
- Responsible for presenting vehicle selections best suited to each customer's stated needs.
- Showed Professional appearance and work ethic throughout the employment .
- Demonstrated the ability to work both independently and on a team with others.
- Excellent organization, planning, multi-tasking and time management skills developed.
- Possess strong negotiation, relationship-building and influencing skills.

**Company: Isuzu Motors Ltd.**  
**Role: Front Desk Admin**

**January 2017 to July 2017**

Responsibilities:

- Provided assistance in general administrative activities.
- Provide professional interaction with guests throughout the process.
- Manage front desk operations by completing a checklist of important tasks everyday.
- Always made first best professional impression by greeting business clients.
- Handled phone inquiries.