

COVER LETTER

The Manager
HR Department

Dear Sir/Madam,

Please accept this letter as an expression of my interest for the Sales & Marketing Profile in your prestigious organization. I am a highly motivated and progress-focused professional in this field with a long-standing background. With a track record of New Business Acquisition and Account Retention, I am confident that I will prove myself valuable to your organization.

Throughout the course of my career, I have continuously improved my adaptability and management abilities. I am a capable and consistent professional skilled at prioritizing and managing teams with proficiency. In my current role, I am contributing in the areas like Preparing & Sharing Reports with the Management, Team Training, Handling internal queries and external. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong decision-making talents.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

(ANJALI ARORA)

CURRICULUM VITAE

ANJALI ARORA

Laxmi Nagar, New Delhi-110092

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CARRIER OBJECTIVE

To seek employment in a position that I will be suited for, and to be a part of an organization where hard work will be rewarded and where career advancement will always be a possibility.

OVERVIEW

- An efficient professional having experience of eight years in the areas of Architectural Products, Handling Architects as well as Clients, Building Client Relationship, Client Servicing, Team Management.
- Experienced professional in the Architectural Products with exposure to different areas, like Sales, Team Handling and Customer Handling etc.
- Good communication skills with focus on details, Documentation, Team Building.

PAST WORK EXPERIENCE

Feb 1st 2021 till Date: Relationship Manager (Sales & Marketing) with Shanti Enterprises.

Professional Exposure:

Operational Management:

- Report sharing to business team for day wise Sales status.
- Pending cases movement to Dispatch Team.
- Coordinate with team members for day wise sales status and pending work update.
- Handling sales team queries and sharing products quotation.
- Sharing Pending cases dump to marketing team and follow up for business.
- Strongly handled the relationship with Architects.

Customer Relationship Management:

- Managing client relationships to build a reputation for excellent service and generate repeat business.

- Providing consulting services on matters related to branded Architectural Products.
- Handling client's queries and show them what suits them.

January 11st 2018 to January 20th 2020: Relationship Manager (Sales & Marketing) with Granduer Bath Selection Pvt Ltd.

Professional Exposure:

- Handling Team by coordinating with them about sales.
- Drive Sales and achieve targets through the Architects.
- Engage the employees of the company in regular discussion to transfer knowledge about Products.
- Arranging training programs for all employee on Architectural Products.
- Client servicing for existing and new client on requirement basis.
- Having personal interaction with the clients on the daily basis.
- Ensuring the highest level of service to the Clients to seek good business opportunities.

Feb11th 2016 to January 4th 2018: ASM- Air Vista Pvt Ltd.

Professional Exposure:

- Building the client's relationship day by day and servicing them on requirement basis.
- Drive Sales and achieve targets through the Hospital vertical.
- Sharing Pending cases dump to business team and follow up for products.
- Pending cases movement to central team Handling the healthy relationship with Air vista.

CARRIER ACHIEVEMENT

- Being Promoted From Team Lead to ASM in Air Vista Pvt Ltd.
- Best Employee Awarded in Shanti Enterprises.

EDUCATIONAL QUALIFICATION

- Post Graduation: MBA from Shah University.
- Graduation: BA from Delhi University.
- Intermediate: CBSE Board.

- Matriculation: CBSE BOARD.

PROFESSIONAL QUALIFICATION

- CCC from NIELIT.

PERSONAL PROFILE

Date of Birth: 29th JAN 1990

Sex: Female

Marital Status: Single

REFERENCE

Shall be made available on request

(Anjali Arora)

Date: