



Karad

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TAIYABA NAJIR MUJAWAR

EXPERIENCE

INSIDE SALES EXECUTIVE, PIN CLICK PROPERTY MANAGEMENT

October 2021-December 2021

Sourcing new sales opportunities through inbound lead follow-up and outbound cold calls and emails. Understanding customer needs and requirements. Routing qualified opportunities to the Appropriate area sales manager for further development and closure.

OFFICE EXECUTIVE, PRIYANKA WORLD TRAVELES

February 2022-December 2022

Handle all incoming travel requests and the processes that follow after. Sourcing new sales opportunities through cold calling. Manage emergency changes or cancellations. Handle visa applications and formalities promptly. Handle passport applications and formalities promptly. Managing booking for airlines, trains, cabs and hotels. Mail booking details to client. Prepare and deliver presentations. Maintain and update the travel and stay entitlement sheet. Maintain all travel bill. Maintain accounts. Managing the owner's calendar and any assistance that he may needed time to time. Scheduling meetings as requires by owner. Prepare affidavits by visiting tehsil office.

SKILLS & ABILITIES

COMMUNICATION
PUBLIC SPEAKING
MANAGEMENT
PRESENTATION
AUTOCAD
MS Office (excel, word, power point access)

EDUCATION

SHIVAJI UNIVERSITY – KOLHAPUR – B.E CIVIL

59.50%

CSJC – KOLHAPUR – H.S.C

71.54%

LANGUAGES

Marathi, Hindi, English, Urdu, Arabic