

Veena Solanki

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Permanent address: 47 Sukh Sagar – 3 Khajuri kalan Piplani Bhopal M.P 462022.

Present Address: Indraprastha society, Novino – Tarsali road, Vadodara , Gujarat 390010.

☒ **Position Applying for : Sales Coordinator / EA to MD**

☒ **Carrier Objectives**

Looking for sales coordinator position in a growth- oriented organization the allows me to work in a professional atmosphere that enables me to give an opportunity to serve the organization with my skills andwhich helps me in improving and widening the spectrum of my knowledge.

☒ **Synopsis**

- 2 years of experience in Sales and customer services with Al kanz jewelers Dubai 2011-12..
- 3 years of experience as sales manager in Dubai 2012-15.
- Associated with Sunrise Vidhya Vilas convent school as assistant principal and mentor of science, social science and English for higher school 2017-2020
- Worked as a Science and English teacher at rishi convent Hr.Sec. school2009-2010.
- Holds an experience of independently running a company Al kanz jewelers in the field of gold Salesas sales representative .
- Capabilities in implementing effective solutions to the customer's needs with an aim to improve customer contentment and consequently customer loyalty.
- An effective communicator with good relationship building & interpersonal skills.
- Worked with savitek engineering as key accounts manager .
- Partially associated as freelancer with 360° NEWS channel as Marketing executive cum PR and freelancer recruiter with international working agencies.
- Worked as PA to MD/ Director (sales coordinator, admin, HR) in minfert baby co. of 20 microns for 1.5 years 2021 January - 14 August 2022.
- Lastly associated as Coordinator cum admin, marketing support, NPD handling, dispatch & production too since August 2022 at National Foods.

☒ Key Deliverables

- Responsible for performing planning, organizing, staffing, directing and controlling function for the organization.
- Coordinating with MD and Director/or on behalf of the Director, or other staff as appropriate. Maintain Director's office systems, including data management and filing. Maintain records of Director's contacts. Screen calls, enquiries and requests, and deal with them when appropriate.
- Lead the team to achieve the organizational objectives and helped in the training and development of personnel.
- Developed division's main objectives and sales targets.
- Managing the structuring and closing of the deals with new customers.
- **Administrative support to the Managing Director.** Provide an efficient and responsive administrative, organizational, and logistical service to the Managing Director, helping him to manage and prioritize his time.
- Compiled and maintained comprehensive customer profile.
- Produced daily, weekly and monthly activity reports and forecasts.
- Monitored and supervised sales team of 56 personnel.
- Followed up on opportunities uncovered by business development.
- Implemented process improvements and best practices.
- Dispatch material, stock maintenance.
- Handling 51 employee of team alone.
- Keeping all the records of sales, samples, monthly reports.
- For 51 employee their regime, their sales targets their recruitment till they leaves the company all over comprehending.

☒ Achievements & Accolades

- Delivered 100% of customer's Satisfaction results and ensured that the team achieves its given targets.
- Coordinating with 51 executives and managers of team managing, leading, dispatching, production activity,

☒ Education & Certification Courses

- Completed Business Technology education council with Higher Nationality Certificate from FRANKFINN INSTITUTE OF AIR HOSTESS, AIR TRAVEL MANAGEMENT AND HOSPITALITY from BHOPAL. Under the aegis of EDEXCEL UNIVERSITY UNITED KINGDOM..
Diploma from FRANKFINN INSTITUTE OF AIR HOSTESS TRAINING, AVIATION AND HOSPITALITY and TRAVEL N TOURISM.

- HSSC 12th from Vivekananda Vidhya Peeth , Bhopal.
- Completed GALILEO AND FIDELIO.
- Pursuing BBA from Ambedkar University..

☒ **IT Skills**

Possesses sound knowledge of Windows, MS Office and Internet access, Excel and MS word. PPT ,Tally , CRM, HR SOFTWARE, SAP INTERIGATION WITH CRM, SAP(SD, FICO) , COMPANY CRM.

☒ **Personal Dossier**

Date of Birth: 15 may 1991.

Languages Known: Hindi, English, Gujrati, Marathi.

☒ **Reference**

Will be furnished on request, interest and activities .

☒ **Declaration**

I hereby certify that the information stated above is true to the best of my knowledge & belief.

Date : 25.05.2023

Veena Solanki