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| **• Contact**     |  |  | | --- | --- | |  | New Delhi, DL, 110001 |  |  |  | | --- | --- | |  | 918377980469 |  |  |  | | --- | --- | |  | surbheesaini.saini@yahoo.com |    Sex: Female  I Am Creative, Energetic and Proven ability to lead sales team to achieve multiple task and Goal. Have a great knowledge of customer behaviour and experienced "fearless caller. Expert presenter, negotiator and closer.  **• Skills**    Financial management  Team player  Business operations  BASIC Computer knowledge  Client handling  Documentation  HR  Leadership  Negotiator  Presenter  Product development  Sales |  | |  |  |  | | --- | --- | --- | |  |  | Surbhee Saini |       **• Work History**     |  |  |  |  | | --- | --- | --- | --- | |  | 2017-11-Till now |  | Marketing Manager/ Centre Manager  Viva FIT   * VIVA FIT, DELHI. * Capitalized on industry and marketplace trends to strategize solutions and enhance business operations. * Consulted with product development teams to enhance products based on customer data. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2017-08 - 2017-10 |  | Customer Relationship Manager  Good Health Pvt. Ltd   * Handle all the orders inventory, stock reports, Clint handling. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2016-05 - 2017-08 |  | Store Manager   * House of Hairlooms. * Handle all the activities of store and staff, inventory, stock reports, Client handling, cash deals etc. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2015-09 - 2016-03 |  | Store Manager   * Handle all the activities of store and staff, inventory, stock reports, Clint handling, cash deals etc.). * HR Trainee at 92.7 Big FM. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2010-01 - 2013-01 |  | ACNielsen Org Marg India Pvt. Ltd \*ACNielsen Org Marg India Pvt. \*Ltd   * Market research fieldwork within time lines. * Coordination with team for fieldwork. * Completion of FW. * Within time lines with quality. |     **• Education**     |  |  |  |  | | --- | --- | --- | --- | |  | 2013-07 - 2015-08 |  | M.COM  IGNOU |  |  |  |  |  | | --- | --- | --- | --- | |  | 2013-01 - 2001-01 |  | B.COM  Delhi University |     **• Certifications**     |  |  |  |  | | --- | --- | --- | --- | |  |  |  | Digital marketing | |

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