**RINKI**

**Add:- B 56 ganesh nagar,tilak nagar, New Delhi -110058**

**Email:** rinkikapoor517@gmail.com **Mob 8287461671**

**Area of Expertise**

* Sales & Marketing Management
* Team Management
* Client Servicing/ People Management
* People Management
* Program Leadership
* Negotiations/Contracting
* Work Flow Planning/Prioritization
* Time/Resource Optimization
* Training & Development
* Project Planning/ Management

**Professional Snapshot**

**Omnia bpo services**

***Position: sales advisor***

* Maintaining all outgoing and incoming daily calls.
* Brand Building & Consumer Engagement – Planning and execution of marketing activities to increase brand awareness and brand positioning to ensure effective communication with the target audience.
* Coordinate with marketing team and creative directors to facilitate customer projects.
* Used to sale out domestic and internationational holiday tour packages all over the world.
* Maintaining a list of key client accounts and working to cultivate these clients.

**GALAXY AIRWAYS**

***Position: Trainee Marketing***

***Key Deliverables:***

* ***Again into holiday tour packages all over the world.***
* ***Used to sale out domestic and international holiday tour packages all over the world and get business for my travel agency.***
* Brand Building & Consumer Engagement – Planning and execution of marketing activities to increase brand awareness and brand positioning to ensure effective communication with the target audience.
* Ensure proper adherence of sales process and internal procedures by team members in matter of client meeting, reporting systems and individual deliverable.

***Achievements & Awards:***

* I completed my conformation target of per month rs. 5 lac per month.

***Highlight:***

* Most compliant team in the cluster.
* Highest advisor productivity in the cluster.
* Highest M0-M1 achievement of the advisors.

***Qualification***

* B.COM(PASS) from D.U,. University
* 12th from C.B.S.E Board
* 10thfrom C.B.S.E Board

***Personal Profile:***

**Husband name : Mr. Puneet Kapoor**

**Date of Birth :** 01-08-1986

**Sex :** female

**Language Known :** English, Hindi.

**Hobbies :** Sports, Acting, Interacting with people.

**Reference :** Available on request.

**Date :-**

**Place:**-

**(** **RINKI )**