**MANISHA CHAUDHARY**

**Contact-9643549305**

**Email-Manisha.motion9634@gmail.com**

**Objective:**As a highly self motivated individual with strong track record in delivering high quality customer service, I am seeking my next position as a Sales Executive in a challenging and results driven company.

**Experience Details:**

**3 years** of working experience with **ASINA Real State PVT. LTD**. As **Sales Executive.**

**Job Role:**

### Handling Broker's & clients queries.

### Proper coordination with team members and various departments.

### Controlling of back office staff to update records and financial transactions.

### Preparing the Marketing plan with the help of team members.

### Coordinating work activities with team members.

### Selling Experience of luxury Residential Homes at the Prime location of City.

### Handling customer queries for better customer satisfaction.

### Identifying prospective clients, generating business from the existing clientele to achieve business targets.

### Interacting with the clients and channel partners on a regular basis & providing redress to all their queries, complaints & handling all client relation.

### Identifying and networking with financially strong and reliable advisers / dealers networks.

**2 years** of working experience with **G&A Homes Creation PVT. LTD**. As **Sales Executive**.

**Job Role:**

### Assisting the buyers in post sale documentations such as loan, registry etc.

### Responsible to maintain the data base of the clients and updating them regarding different proceedings of their purchased Units

### Generating leads for new business by running promotional mailers, cold calling etc.

### Engage target clients and obtain business requirements

### Gathering information using the internet and other sources extensively to search for business information and monitor competitor's campaign.

### Calling data and generate the leads.

**8 months** of working experience with **NYC Infrastructure PVT. LTD.** As **Sales Executive**.

**Job Role:**

### Identify and assess customer response and introduce services as per customer demand/needs.

### Business Development & Client Servicing

### New Client Acquisition

### Engage target clients and obtain business requirements

### Attend and actively contribute to strategy, status, and follow-up meetings on the development

**5 months** of working experience with **Primus Education**. As **Telecaller cum Counsellor**.

**Job Role:**

### Calling on the data and generate the walkin

### Counselled to the students for the related courses.

### Manage front desk responsibilities.

### Taken admissions and maintain account with accounts department.

### Issuing inventories to the students.

### Educational Background:

### Pursuing B.A.(3nd year) from Shri Varshney College Aligarh affiliated from Dr. B.R. Ambedkar University Agra.

### HSC passed from C.D. Public Kanya Inter College Aligarhin 2004 with 45.33 %.

### SSC passed from ChampaAggrawalKanya Inter College Aligarh in 2006 with 44.6 %.

### Skills:

### Hands-on experience in MS Office such as MS Excel, MS word, MS power point, MS access.

### Hands-on experience in MSP 2007,2013.

### Knowledge of making Presentation, Organizing events and encouraging team spirit.

### Handling 99acres.com for real state.

**STRENGTHS:**

* Strong communication skills, grasping power & reasoning ability.
* Ability to adjust with changing environment.
* Sense of responsibility , optimism, patience & ability to work in team.

### Personal Details: Date of birth: 11 /9/ 1989

### Marital Status: Married Languages Known: English, Hindi Address: E-102,Sec-23,Sanjay Nagar,Ghaziabad,Pin-201002

### Date: Signature: