**SHIVANI MITTAL**

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**OBJECTIVE:**

Seeking responsible and challenging assignments with a progressive company where my work experience will have valuable application and utilization of my opportunity for advancement.

**EDUCATIONAL QUALIFICATION**

* 10th Passed from C.B.S.E Board in 2004.
* 10+2 Passed from C.B.S.E Board in 2006.
* B.B.A Passed from Barkatullah University Bhopal, M.P in 2011.
* M.B.A (Marketing) Passed from I.M.T Ghaziabad’14.

**ADDITIONAL QUALIFICATION**

* Basic Knowledge of Computer.
* Basic Knowledge of MS office.

**WORK EXPERIENCE**

**Currently working as a Manager-Sales Coordination, Kalptarugreens Pvt Ltd. Noida,U.P.From May 2015 to till date**

* **Sales coordinator**:
* Coordination with the sales team members regards to the leads provided to them.
* Do the proper follow ups with the sales team members that the lead is worked upon.
* Provide the sales team members with the updates of the project so as to brief the client properly.
* Get in touch with the client directly for the follow ups.
* Gather the feedbacks from the client about the sales team members and sort out the further queries (if any).
* Maintain the proper track records of all the leads given to the sales team members.
* Maintain the report all the transactions of all the leads.
* Do the verification call on the leads received through different portals, to turn them into prospect buyers.
* **Magic bricks/Common floor/Sulekha:**
* Deal with the concern person in regards to the maintaining for our accounts with them.
* Do the listing of all the projects on the website for the proper visualization to the client.
* Make sure that all the updates details of the project are visible on website
* Do the verification call on the leads received through different portals, to turn them into prospect buyers.
* Get in touch with the account managers in regards to the following:

A. In case the leads are not valid,

B. In case client is not interested in buying any property.

C. Client doesn’t respond over the phone or email.

* To make sure that these leads are in turn to the account manager of the concern website and replacement is done well on time.
* Give a proper feedback to the account manager about the leads received through the website and make sure that genuine and authentic leads are received from them for our sales team members for the smooth functioning and do the closure.

**Worked as a Corporate Care Sr. Executive, Sumangalam Propmart Pvt Ltd. (Myrealestate.in) Noida, U.P. From Sep 2013 to May 2015.**

* + Contributing to maximize revenue generation by generating enquiries of genuinely interested clients through Cold Calling.
  + Generating leads & follow ups till client requirement is exactly analyzed and narrowed down.
  + Making broker network to boost up the sale
  + Handling clients and selling of residential & commercial projects and plots to the corporate clients and the individuals.
  + Involve in event program, promotions activity i.e. direct interaction with the corporate and the HNI clients.
  + Conducting site visit for prospective clients.
  + Coordinate property closings and sending all the requested documents in support of the project pitched to the client Via Email.
  + Promoting and doing personalized marketing for Sumangalam(Myrealestate.in)
  + Handling Incoming calls and maintaining the call quality up to mark along with fulfillment of client requirement.

**Worked as a Supervisor, Sams Snooze at My Space Pvt. Ltd. Indira Gandhi International Airport, New Delhi. From Aug 2011 to March 2013.**

* My responsibilities were to supervise all the staff.
* Monitor actions of staff and customers to ensure that health and safety standards
* Total receipts and balance against sales, deposit receipts, and lock facility at end of day.
* Arrange for maintenance and repair of equipment and other services.
* Reports on daily basis.
* Deposit of cash to bank weekly.
* Introducing new travel agents for the company.
* Direct meeting with the associates.
* Review on tariff changes on time to time.
* Keep all directors informed of daily sale through mail.
* Checking all records of sales/marketing and promotions.
* To check whether bill made correct or not , and
* To attend all incoming call.
* To give best services to customers.

**KEY SKILLS**

* Eager to accept challenging tasks.
* Ability to analyze and adaptability with the working environment.
* A good team player and Go-getter.

**STRENGTHS**

* Hard working and optimistic in nature.
* Keep self physically and mentally sound.
* Outrageous attitude.

**PERSONAL PROFILE**

Father’s Name : Vinod Kumar Mittal

Date of Birth : 04th Nov 1988

Nationality : Indian

Marital Status : Single

Gender : Female

Languages Known : English, Hindi

Hobbies : Listening Music & Reading Books

Permanent Address : Jwala Line, Ramnagar, distt.Nainital

Uttarakhand:-244715

Declaration:-

I hereby declare that above all the information is true to the best of my knowledge and belief.

(Shivani Mittal)

Date: