

MANSI GUPTA

SALES ASSOCIATE

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CAREER OBJECTIVE

I Have Experience with 3+ years in Management and Human Resource Executive, Most recently as a Sales Associate & Currently in Sales executive. Seeking a challenging role where I can leverage my expertise in these areas to drive business growth, enhance employee satisfaction, and exceed sales targets.

SKILLS

- Sales Forecasting
- Microsoft Office
- Database Management
- Sales Meetings
- Marketing Initiatives
- Human Resources Team Leadership
- Recruiting and Hiring Oversight
- Sales Expertise
- Training Development
- Statistical Data Analysis

EXPERIENCE

- **SALES EXECUTIVE** Pioneer Mall
Lucknow, UTTAR PRADESH

February 2023 - Present

- Leveraged sales forecasting models to anticipate demand.
 - Created and maintained relationships with clients to ensure satisfaction with products and services.
 - Maintained strong relationships with key customers.
 - Gathered ideas for new products and existing product innovations.
- **SALES ASSOCIATE** On-Sitego
Lucknow, UTTAR PRADESH

September 2021 - June 2022

- Encouraged customers to make additional purchases and suggested relevant items.
 - Drove sales through customer relationship building and suggestive selling techniques.
 - Built relationships with potential customers by providing helpful advice on product selection.
 - Demonstrated exceptional customer service skills, resolving customer complaints efficiently and courteously.
- **HUMAN RESOURCE EXECUTIVE** Tech Mark Pvt. Ltd
Lucknow, UTTAR PRADESH

May 2019 - March 2020

- Analyzed and interpreted HR data to make informed decisions.
 - Developed and administered comprehensive and compliant HR workplace policies and training.
 - Completed background checks on applicants to identify potential red flags.
 - Implemented HR programs to meet strategic goals and business objectives.
 - Collaborated with other departments on strategic planning initiatives to support organizational goals.

■ **MANAGEMENT ASSOCIATE** Sky Institute
Lucknow, UTTAR PRADESH

February 2017 - March 2019

- Organized monthly staff meetings to foster open communication between management and employees.
- Maintained a high level of confidentiality regarding sensitive information related to the business.
- Analyzed financial data to develop strategies that improved profitability within the organization.
- Collaborated with cross-functional teams to identify areas for improvement in operational processes.
- Coordinated special projects such as budget preparation, vendor selection and event planning activities.

EDUCATION

■ **BACHELOR OF ARTS (B.A.)**
Chhatrapati Shahu Ji Maharaj University, Kanpur, Uttar Pradesh