

# SWATI – Professional Sales Resume

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## Career Objective

To secure a responsible and rewarding position in sales where I can utilize my skills in client handling, communication, and negotiation. I aim to contribute to the organization's growth while enhancing my personal and professional development.

## Work Experience

### Keyone Solution Pvt. Ltd. – Relationship Manager (1 Year)

- Built and maintained strong client relationships ensuring satisfaction and business retention.
- Achieved sales targets through consistent follow-ups and effective communication.
- Coordinated with internal teams to ensure timely resolution of client needs.
- Prepared reports and collected client feedback to improve service delivery.
- Handled: Punjab National Bank MetLife

### JSPS Pvt. Ltd. – Sales Management System (1.5 Years)

- Handled: Star Health Insurance, Care Health Insurance, Max Bupa Health Insurance.
- Maintained accurate data records and reports.
- Assisted in sales forecasting and operational activities.

### Assure Vission Pvt. Ltd. – Team Coordinator (1.5 Years)

- Coordinated and supported sales team operations.
- Ensured timely completion of tasks and workflow management.
- Assisted in team planning, performance monitoring, and reporting.
- Handled: Punjab National Bank MetLife

## Education

**12th Pass (2021)** – Completed higher secondary education with focus on communication and business-related subjects.

## Key Skills

- Sales Management
- Client Relationship Handling
- Communication & Negotiation
- CRM Tools & Internet Research
- Time Management & Self-Discipline

## **Achievements**

- Successfully met or exceeded sales targets across multiple quarters.
- Praised for effective client handling and problem-solving capabilities.
- Contributed innovative ideas to improve customer satisfaction.

## **Computer Proficiency**

CRM tools, internet research, and basic computer handling.

## **Personal Details**

Date of Birth: 14 October 2002

Marital Status: Single

Address: A-34, Vijay Vihar Phase 2, Gopal Vihar, Rohini Sector-1, New Delhi – 110085

Languages Known: Hindi, Basic English

Interests: Active learning, self-discipline, self-respect, and personal development.

## **Declaration**

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

Place: New Delhi

Date: \_\_\_\_\_

Signature: Swati