

SANDHYA MORAK
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PROFESSIONAL SUMMARY -----

Hard working and energetic manager and top-rated sales associate with more than 10 + years leading dynamic sales teams in fast-paced markets. Detailed Sales Manager with expertise overseeing successful revenue streams and recognizing areas for improvement. Reliable and capable of driving effective teams. Looking for new sales-oriented role where hard work and dedication will be highly valued.

WORK HISTORY -----

10/2019 to Current **Sales Manager**

Tender Advisor Pvt Ltd – Ahmedabad, Gujarat

- Sales Target Achievement.
- Field / In-house Sales
- Arrange business meetings with prospective clients.
- Meeting or exceeding monthly/quarterly/annual sales targets
- Answering potential client questions and follow-up call questions
- Understanding client needs and offering solutions and support
- Mentoring, Helping, Guiding team members
- Co-ordinate with Technical Team
- Team Handling
- Tender Bidding
- GeM Registration & Catalogue/ Service Create Profile Knowledge
- Conducting Training to New Joinee
- Selling Tender Information And Tender Bidding Service
- Working Pan India

12/2009 to 07/2018 **Deputy Manager**

E Procurement Technologies Ltd – Ahmedabad, Gujarat

- Generate Business Via B2B Website, Online Portal
- MIS Sales Report Daily, Weekly, Monthly, Quarterly, Yearly
- Cold Calling
- Business Development
- Lead Generation
- Acquisition Team Handling
- Understanding client needs and offering solutions and support
- Selling Online Tender Service concept
- Taking Care of Customer Complaints and resolve query
- Handling Renewal Client.
- Working Pan India

06/2008 to 07/2009 **Customer Dialogue Executive**

Magus Customer Dialogue Pvt Ltd – Ahmedabad, Gujarat

- Magus is Tie Up with Club Mahindra Holidays my role was to sell holiday packages to clients.
- Cold Calling.
- Handling Customer Complaints.
- Working On Company Data Only.
- Working Ahmedabad & Baroda City.
- Weekly Presentation to Customers
- Compulsory Participate on Weekend Events for all the Employee.
- Win Quarterly Certificate.

SKILLS -----

Key Skills

- Team Management
- Business Development
- Sales Experience
- Information Technology
- Cold calling
- A strong leader
- Good English communication
- Good negotiation skills
- Good presentation skills
- Excellent interpersonal skills
- Excellent track records of achieving sales targets
- Good knowledge of sales/marketing processes and procedures
- Good at planning, organizing and accomplishing tasks
- Positive attitude towards work

EDUCATION -----

2009 **Master of Arts: Economics**
Gujarat University - Ahmedabad

2007 **GNIT: PHP, JAVA, Linux**
NIIT - Ahmedabad

HOBBIES -----

- Gymming
- Dancing
- Acting
- Travelling