****

**CURRICULUM VITAE**

**Monika Nisarg Joshi**

**2 Omsagar Apartments,**

**Near Mansi Circle, Vastrapur.**

**Ahmedabad.380015.**

**Mob:-. 9998872359**

**E-Mail: maima.dave@gmail.com**

**SKILLS**

**A result Oriented Professional with 2 years of exposure in Sales & Tele- Sales and customer service.**

**Excellent interpersonal, communication and relationship-building skills. Listen attentively, communicate persuasively and follow through diligently.**

**Technically skilled — cross-platform expertise (Win/Mac) and proficiency in Word, Excel, PowerPoint.**

**AREA OF EXPERTISE**

**Generate sizable business and maximizing profits by strategizing business through optimum utilization of the available Resources.**

**Identify, restructure, consolidate and enhance business avenues and profitability though co-ordination and well-directed efforts by adopting various techniques and system at various levels.**

**Explore un-represented areas and maintain healthy relation with customers and brokers.**

**Strive to make the facilities as one of the best in the market by continuously benchmarking with other competitors.**

**Marketing the services by exploiting its Unique Selling Proposition, contracts and other professional means while ensuring customer delight.**

**Exposure i n d e a l i n g w i t h c u s t o m e r s a n d g e n e r a t i n g l e a d s t h r o u g h d i r e c t approach, Cold Calls, References, Event Basis.**

**Calling daily 60 to 70 calls and coordinate with customer also attend walk-in customers.**

**WORKING EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **O** | **1-Company Name** | **:** | **Zyfine Cadilla Healthcare Ltd** |
| **O** | **Position** | **:** | **Executive Assistant & Administration.** |
| **O** | **Industry** | **:** | **Pharmaceutical** |
| **O** | **Date of Joining** | **:** | **May 2010 to November 2012** |
|  |  |  |  |

**WORKING EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **O** | **2-Company Name** | **:** | **Just dial Ltd** |
| **O** | **Position** | **:** | **Business Support executive** |
| **O** | **Industry** | **:** | **Telecom** |
| **O** | **Date of Joining** | **:** | **January 2013 to January 2014** |
|  |  |  |  |

**WORKING EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **O** | **3-Company Name** | **:** | **Vodafone** |
| **O** | **Position** | **:** | **Customer Service Agent** |
| **O** | **Industry** | **:** | **Telecom** |
| **O** | **Date of Joining** | **:** | **June 2014 to Dec 2015** |
|  |  |  |  |

**WORKING EXPERIENCE**

**O 4-Company Name : Europeone**

**O Position : Admin Assistant Executive.**

**O Industry : Retail Furnished And Lighting Designing**

**O Date Of Joining : Jan 2016 To Present**

**ACADEMIC QUALIFICATION**

**Level** **:** **H.S.C in year 2008 with 56%**

 **: BA in year 2012 with 69%**

**OTHER DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **O** | **Date of Birth** | **:** | **17/09/1990** |
| **O** | **Marital Status** | **:** | **Married** |
| **O** | **Languages Known** | **:** | **English, Hindi & Gujarati.** |

**KEY COMPETENCIES:**

**Customer Acquisition**

**Referral/Repeat Business Generation**

**PowerPoint Presentations**

**Public Speaking**

**Meeting Arrangement**

**Travel Arrangement**

**Complaint Handling**

**Consultative Sales**

**Sales Reports & Correspondence**

**Inventory Management**

**You’re faithfully,**

**Monika Joshi.**