

# MANJARI K YADAV

International city phase II, Dubai -U.A.E



## OBJECTIVE

To work with an esteemed organization with skill and knowledge which can contribute to the success of the organization as well as strengthen my professional growth and acknowledge hard work, to make a positive contribution through my experience and personal commitment to deliver the best out of my potential and play an active role in the growth of the Organization to enable value addition to the business.

## SKILLS

- Sales and customer service oriented. Highly motivated and Target driven.
- An analytical minded individual with a flair for over achieving targets. Excellent written and verbal communication skills.
- Excellent relationship building Skills.
- A team player with the ability to work towards group goals. Hard working and open to feedback and learning new concepts. Motivating and helping attitude.
- Conversant with Outlook, MS, Excel, Word etc.

## EDUCATION

B.A	June-2010 — August 2013
IGNOU (Delhi)	
Drop - Out	
High School	March 2009 — March 2010
Piramal Girls.Sr.Sc.School(Rajasthan)	
High School	

## WORK EXPERIENCE

GLOBAL IT FIX (New Delhi) India	October 2012 — August 2017
Sales Executive	
<ul style="list-style-type: none"><li>◦ Answer calls and respond to emails related to sales - UK and USA based clients.</li><li>◦ Handle customer inquiries both telephonic ally and by email Research required information using available resources.</li><li>◦ Lead generate- outbound and inbound calls</li><li>◦ Selling IT related products like- Anti-virus software, subscriptions/plans etc</li><li>◦ Update existing customer information Process orders, forms and applications using CRM.</li></ul>	

Distinguished Real Estate (Al Tayer Grp) -  
Management company (Dubai- UAE)

Jan 2018 — Present

*Sr.Sales & Leasing Executive*

- Meet with prospects and clients interested in properties to offer them real estate deals.
- Communicate with clients to identify their requirements and choice of property.
- Coordinate the closing of property deals to ensure vital documents are signed and payment received.
- Act as intermediaries liaising between property sellers and prospective buyers to facilitate property deals.
- Provide periodic reports to company management on sales operations and generated returns using PACT systems.
- Monitor the property market to identify individuals with interest in property to convince them and secure a brokering deal.
- Preparing contracts for sales and leasing.
- Participate in seminars, conferences, and events to improve on existing job knowledge and expand personal network.

## LANGUAGES

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1. English
2. Hindi
3. Bengali

## INTERESTS

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- Travel
- Surfing Web
- Dancing/Singing
- Painting