

To,

The Manager,

Human Resource Department.

Dear Sir/Madam,

Sub: Job Application

With reference to the above subject, I would like to submit my candidature for Sales / Admin vacancy in your esteem organization and enclose my resume herewith for your kind consideration and perusal.

Hope my qualification and experience will meet your

requirements. Anticipating a favorable reply.

Thanks and Best Regards,

(MAMTA KUMARI)

Mob: - +971 58 294 8960

E-mail: - gurleenkaur82840@gmail.com

# CURRICULUM VITAE



**MAMTA KUMARI**

**Date of Birth :** 30<sup>th</sup> Oct 1989

**Nationality :** INDIAN

**Marital Status :** Single

**Visa Status :** employment Visa

**Position Applied:** Sales/Admin

**Mobile No. :** 971-58 294 8960

**Prof. Exp. :** 4 years

**Email :** [gurleenkaur82840@gmail.com](mailto:gurleenkaur82840@gmail.com)

**Key strengths:** Strong computer, and problem solving skills. Ability to multi-task and work with minimal supervision. Self-motivated and honest individual with good interpersonal skills.

## **SUMMARY**

Practices Extensive background in HR Generalist affairs, including experience in employee recruitment and retention, people development and talent management, conflict resolution, benefits and compensation, HR Policies development. Work diligently with the Executive Team and Operations Team to ensure mutual commitment and dedication to the acquisition process and assist in providing employee-oriented, high-performance culture emphasizing empowerment, quality, goal attainment, and ongoing development of a superior workforce.

## **PROFICIENCY FORTE**

Hard Worker, Good Listener, Team Player and Innovative thinker.

## **PROFESSIONAL EXPERIENCE**

- 6 Months Experience as a admin in shipping company in U.A.E
- HYUNDAI Punjab Amritsar as a Sales Executive / Insurance Consultant from July-2015 \_July 2018

### **Key Accountabilities**

- *Capture customer information, including addresses and phone numbers, for future follow-up*
- *Adjust your sales presentation based on success/fail averages*
- *Build rapport with customers through friendly, engaging communication*

- *Maintains quality service by following organization standards.*
- *Maintains technical knowledge by attending educational workshops; reviewing publications.* •
- Contributes to team effort by accomplishing related results as needed.*
- *Assist the client in selecting the appropriate insurance provider or policy.*
- *Verify data and analyze it to find out solutions so as to make modifications in the policy or existing insurance.* •
- Conduct surveys and perform research to gain information regarding policies.*

## **Honda (Two Wheeler) Punjab Amritsar 2014 – 2015**

### **As a Sales Executive and Customer Dealing**

#### **Key Accountabilities**

- *Keep up to date with product information.*
- *Welcome and greet customers Submits employee data reports by assembling, preparing, and analyzing data.* •
- Accurately describe product features and benefits*
- *Update customer records in the company database as required*
- *Resolves promotional allowance, rebate, and pricing discrepancies by researching promotion details and regular and special prices; forwarding resolution to managers.*
- *Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.*
- *Provides sales vs. projection results by preparing and forwarding sales tracking reports.*
- *Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports.*
- *Prepares sales presentations by compiling data; developing presentation formats and materials.* • *Tracks sales expenses by tracking, consolidating, analyzing, and summarizing expenses; forwarding for reimbursement.*
- *Updates job knowledge by participating in educational opportunities.*
- *Accomplishes department and organization mission by completing related results as needed.*

## **ACADEMIC CREDENTIALS**

2014-2016: Masters in Business Administration University (Punjab Technical University)

2011-2014: Bachelor of Arts – (Guru Nanak Dev. University)

2008-2009: Higher Secondary Board (Punjab School Education Operating System, Board)

2006-2007: Senior Secondary Board (Punjab School Education Board)

## **COMPETENCIES**

- Quick Learning, Honest and Sincere.
- Excellent Communication & Interpersonal Skills.
- Capable Of Working under Hectic Atmosphere and Multi Skilled.
- Pleasing and Cheering Personality.

- Proactive Self-Starter with Track Record of Initiatives, Personal Responsibility and Ownership of Work

## **TOOLS**

- Good Command over MS OFFICE & QuickBooks.
- Excellent Knowledge and Command on Customized ERP.

## **LANGUAGES**

- English, Punjabi& Hindi (Full Working Proficiency)

## **REFERENCES**

References are available on request.