NIDA KHAN

Email Id: - Nidakhan992@gmail.com, Contact no: - 9820477823

PERSONAL DOSSIER

Date of Birth: -12 April 1992

Languages Known: - English, Hindi & Marathi.

No. of Dependent: -2

Gender: -Female

Industry Preference: -Relationship Manager / Sales Manager.

Present Address: - Mira Bhayander Road, Beverly Park, Mira Road East Pin code 401107.

**Professional Snapshot**

Competent and result oriented professional with experience of 6 years in the areas of retail sales comprise viz. Sourcing Securities, Business Development, Managing portfolio, Client relationship, Promotions, Channel Management, Revenue Generation, Cross Function Coordination, Customer service etc.

**Employment Scan**

**#Sales Manager – Sales April 2019 – Sep 2020**

**ANAM ADVERTISING PVT LTD**

* Manage the sales team to sell advertisement space and time.
* Maintain good working relationship with clients to ensure effective business dealings.
* Initiate discussions with customers through emails, calls, and scheduled meetings.
* Communicate regularly with customers and management to discuss about advertising project progress, status and issues if any.
* Develop and implement standards for pricing to ensure optimal returns for an ad company, as well as a satisfied customer base.
* Collaborate with heads of Explain to clients how specific types of advertising will help promote their products or services in the most effective way various departments in an advertising company to take important decisions as related to choice of advertising media and advertising strategies.
* Prepare advertising budgets, set targets, and assign job duties.
* Supervise the hiring and daily operations of advertising sales representatives
* Review media placements and ad campaigns to ensure they meet all clients’ specifications.
* Proffer expert recommendations to clients on more suitable advertising service based on cost and viewership.
* Highlight the benefits of various ad services and their capacity to reach a target market.
* Conduct price negotiations with clients on behalf of an advertising company to reach favourable prices for both parties.

**# Sales Executive – Sales. Aug 2016 –April 2019**

**ANAM ADVERTISING PVT LTD**

* Locate and contact potential clients to offer their firm’s advertising services.
* Explain to clients how specific types of advertising will help promote their products or services in the most effective way.
* Provide clients with estimates of the costs of advertising products or services.
* Process all correspondence and paperwork related to accounts.
* Prepare and deliver sales presentations to new and existing clients.
* Inform clients of available options for advertising art, formats, or features and provide samples of previous work for other clients.
* Deliver advertising or illustration proofs to clients for approval.
* Prepare promotional plans, sales literature, media kits, and sales contracts.
* Recommend appropriate sizes and formats for advertising.

**#Sales Executive – Retail Sales. April 2015 – June 2016**

**ICICI SECURITIES LTD**

* Searching, Identifying and acquiring the retail customer in given catchments.
* Opening of Demat account’s and ensures for Trading.
* Maintaining and enhancing the relationship with the customer and ensure ICICI to be the primary banker.
* Making and spearheading current saving account relationship activities.
* Generating revenue for the Bank.
* Achieving the monthly and yearly targets as assigned.
* Organizing the service/sales camps in societies.

**#Customer Service Representative – Tele Sales. March 2014 – April 2015**

**Global E Telecommunications India Pvt Ltd.**

* Manage large amounts of Outbound calls in a timely manner.
* Identify customers’ needs, clarify information, research every issue and provide solutions and/or alternatives.
* Keep records of all conversations in our call centre database in a comprehensible way.
* Create need for Medical Alert device to sell our product.
* Build sustainable relationships and engage customers by taking the extra mile.
* Meet personal/team qualitative and quantitative targets.
* Frequently improve knowledge and performance level

Computer Skill

* Well versed with MS office, (Word, Excel, PowerPoint, Access, Outlook), iWork (Pages, Numbers, Keynote), QuickBooks, LinkedIn, Word, Excel, Power Point, Access, SQL, Tally ERP-09, C Prog, Good knowledge Internet.

Education

* Bachelor in Business Administration from Mumbai University in the Year 2014.