

Parul Rawal

Sales Executive

Abu Dhabi

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Looking for a challenging career in Office assistant that gives me good scope to learn and acquire skills and also apply my knowledge and be part of the team by working hard with discipline & dedication. Currently looking for a job that offers variety and the opportunity to develop both personally and professionally

Work Experience

Sales Executive

Airtel India Pvt Ltd

August 2016 to December 2018

- Handle key accounts and establish customer relationships to increase sales
- Provide solutions to customer claims and queries
- Make sure all orders are captured accurately.
- Make sure stock reconciliations is done at the right time
- Handle sales process documentation
- Serve as the link between the company customers and the office through correspondence.
- Maintain updated database of all customers and their designated areas of coverage.
- Perform any other duty as may be assigned.
- Demonstrating products, features and benefits
- Working within set pricing guide lines detailed by our partners
- Recording all information within our CRM system
- Answering questions about products or the company/partner
- Maintaining good customer relationships

Class Teacher

St. Model Public School - Delhi, Delhi

May 2015 to April 2016

In collaboration with Cluster Teachers to implement and continually improve curriculum, teaching, learning and assessment strategies.

- To manage the learning of the students, maintaining records, collaborating with other teachers and promoting staff development in a pro-active manner.
- Responsible for planning and participating in professional development opportunities to further their own knowledge, skills and abilities.
- To manage all facilities and activities related to achieve student learning.
- To play a leadership role in role-modeling behavior, attitudes, and learning behaviors for students.
- Responsible for achieving the set learning outcomes in students, and therefore supervise all student activities and processes to ensure outcomes.
- To develop and maintain teaching materials and assist with program quality assurance processes.

KEY SKILLS &COMPETENCIES:

- Creativity
- Ability to work effectively on several projects simultaneously
- Excellent coordination and communication skills
- Ability for accuracy and thoroughness

STRENGTH

- Self-motivated, ambitious, energetic and willing to go the extra mile to excel
- Confident & Hardworking.
- Appetite and interest to learn continuously.
- Dedicated, sincere and honest

Education

B.Com

Delhi University
2015

Skills

EXCEL (2 years), Microsoft excel (2 years), Microsoft word (2 years), typing (2 years), WORD (2 years)

Additional Information

COMPUTER PROFICIENCY

Proficient with Microsoft word, Microsoft excel, Emailing.
Good typing speed on PC and Laptop