

RESUME

Personal Details

Name:-	Riya Solanki
Address:-	28 Ganesh Shrushti Society Near Hyundai Showroom, Opposite Swaminarayan Temple Bharuch.
Email id:-	riyasolanki126@gmail.com
Mobile number:-	7698652328
Marital status:-	Married
Date Of Birth :-	14/01/1996

Career Goal:-

- I am seeking employment with a company where I can grow professionally and personally and use my knowledge and skills to fulfill organizational goals.

Educational Qualification:-

Name of Degree	Institute / University	Year Of Passing	CGPA/ Percentage
MBA (Marketing)	Sigma Institute Gujarat Technological University	2022	7.00 (CGPA)
B.SC (Mathematics)	M.S. University	2018	5.34 (CGPA)
H.S.C	Sardar Vinay Mandir (G.S.E.B)	2013	60%
S.S.C	Bright School (G.S.E.B)	2011	80%

Work Experience:-

Sales & Marketing Trainee

- Indo baijin Chemicals Pvt. Ltd. (1 April 2024 to till Now)
- Reporting to Sales Inquiries
- Day today Customer communication
- Having knowledge on of digital marketing tools
- Payment follow- up on a regular basis
- Uploading invoice on customers portal
- Preparing sales order in SAP
- Preparing Hundi for the customer
- Daily sales planning in line with the overall plan

- Co-ordination for dispatch with customer & Logistic team
- Sending reminders to customers regarding the outstanding.
- Managed key accounts and maintained strong customer relationships to ensure repeat business and referrals.
- Update Linked in & Facebook page once in a month

Sales Executive

- **Vexma Technologies Pvt. Ltd. (2 January 2023 to 9 February 2024)**
- Contacting potential and existing customers on the phone and by email.
- Identify prospective customers, lead generation and conversion.
- Develop & implement strategies to enhance sales efficiency & increase generated revenue.
- Follow up with clients on regular basis.
- Used Hub spot **CRM software** to maintain database.
- Quoted prices to clients and negotiated deals to close deals.

Languages Known:-

- English
- Hindi
- Gujarati

Skills:-

- Positive Attitude
- Flexibility & Adaptability
- Disciplined
- Time Management & Organization
- Sales Forecasting & Reporting

Technical Skills:-

- CRM Software (Hub Spot)
- Social Media Platforms (LinkedIn, Facebook)
- Microsoft Office Suite (Excel, PowerPoint, Word)
- SAP Knowledge

Extra-Curricular Activities:-

- Participate in **JOSH** event in 2020.
- Participate in **ANNUAL DAY** event in 2013.
- Participate in **ANNUAL DAY** event in 2012.

Declaration

- I hereby declare that the particulars given above are true to the best of my knowledge.

Date:

(Riya Solanki)

