

DIXINA ELIZBETH

SENIOR SALES COORDINATOR-EXPORT DOCUMENTATION

EXPERIENCE

Senior Sales Coordinator

October 2013 - Present | Sonarome Private Limited,
Bangalore, Karnataka

- Monitored daily operations to ensure compliance with established policies and procedures.
- Maintained relationships with existing clients while prospecting new leads through cold calling and networking events.
- Collaborated with sales team to develop and implement successful sales strategies.
- Provided administrative support including scheduling meetings, preparing presentations, and managing customer inquiries.
- Resolved customer complaints quickly and efficiently utilizing excellent problem-solving skills.
- Organized customer data, tracked progress of sales goals, and prepared reports for management.
- Prepared detailed invoices for customers upon completion of service or sale.
- Implemented process improvements that enhanced efficiency within the department.

Guest Relations Executive

May 2013 - October 2013 | BANGALORE BAPTIST
HOSPITAL, Bangalore, Karnataka

- Performed administrative duties such as data entry, filing documents, preparing reports.
- Provided excellent customer service to guests, resolving any issues or complaints in a timely and professional manner.
- Collaborated with management team to develop innovative approaches for meeting customer demands.
- Facilitated communication between the front desk personnel and other departments regarding guest needs and requests.
- Analyzed guest surveys regularly in order to identify areas where improvements can be made.

Optical Dispenser

CONTACT



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CAREER OBJECTIVE

Innovative and hardworking individual with experience in sales and customer service. Proven track record for driving sales, exceeding goals, and building relationships with customers. Highly organized, with strong communication and problem-solving skills to motivate and lead sales teams to success.

September 2012 - February 2013 | LAWRENCE&MAYO
OPTICALS, Bangalore, Karnataka

- Managed stock levels within the store ensuring sufficient supplies were always available.
- Prepared orders for shipping or collection by customers as required.
- Developed an understanding of insurance companies' policies regarding eyeglass prescriptions and reimbursements.
- Adhered strictly to quality control standards throughout the dispensing process.

EDUCATION

BBM In Business Administration

June 2010

Nitte Meenakshi Institute Of Technology, Bangalore

SKILLS

- Professional Development
- Operational Processes
- Office Operations
- Supporting Materials
- Customer Follow-Up
- Professional Relationships
- Team Leadership
- Client Relationship-Building
- Effective Customer Communication

LANGUAGES

- **English**
Advanced
- **Kannada**
Advanced
- **Malayalam**
Advanced
- **Tamil**
Advanced