

PRIYANKA MESHAM

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OBJECTIVE

Seek to work in a sitting that will dare me extra at a same time as allowing me to add to the sustain enlargement and achievements of the organization.

EXPERIENCE

- **Institute of professional studies**

April 2013 - December 2014

Telecalling, Client Service, inside sales, cold calling, voice and invoice process, lead generation, Business Development Executive

*Generating leads and identifying them and worked accordingly.

* resolve the problems of the clients.

*Handling the escalation.

*listen carefully and offer the products and services to the client.

*Check the emails

*Clear the doubts and queries of the clients about the products and the services.

*Giving the proper details of the product to the client and serves the best service to them.

*Daily feed backs and daily follow-ups.

*Keep the records of the data of the client.

*Attending incoming calls and make the outgoing calls.

Making best decisions for the clients as well as for the company.

- **Anshuman institute of professional studies**

Dec 2018 - 21 Feb 2021

Sr.BDE, Telecalling, Inside sales, Client service, lead generation, Voice and invoice process, domestic calling.

*Provides regular updates to the clients on the progress of customer service project and campaigns that directly affect each client's.

*Encourage revenue growth by inspiring clients to purchase accessories and additional service.

*Become the reliable point of contact for each customer that is required to establish a strong business relationship.

*Handling cancelation and changes in sales order and communicating the changes with in the related departments.

*To maintain and manage records, reports and documentation on weekly, monthly basis.

*Coordinate with clients and give proper details of the products.

*Maintain a good relationship with them as for a future reference.

*Clear the doubts and queries of the clients(students) about the products.

*Offering the best products and services to them.

*Daily feedbacks and followup.

*Checking the mails .

*Overall responsibility of sales and revenues.

- **Cavinkare(FMCG) Company**

1july 2021 - 7 September 2021

Inside sales executive/BDE

Cold calling, Out bound calls, lead generation, B2B, and B2C.

EDUCATION

- **Bhopal Board**
2006
Secondary school
79.86
- **Pune board**
2008
Higher secondary school
60.00
- **Nagpur University**
2011
BBA
61.00
- **Shridhar University**
MBA
72%
- **MSCIT**
72.00

SKILLS

- *Good Communication *Convincing Power *Handling escalation *Task on time *Good learner *Good listening

LANGUAGES

- English
Handing
Marathi

DECLARATION

- I here by declare that all the above information is true to the best of my knowledge.

FIELD OF INTEREST

- Android and Computer

STRENGTH

- *Hard working
*Flexibility and adaptability
*Leadership
*Decision Maker
*Generating positive environment