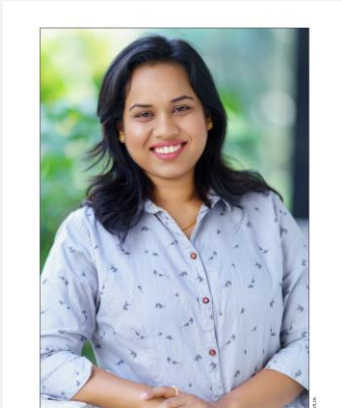


# MONALISA BARIK

## SALES EXECUTIVE



### Contact

**Address:**

Abu Dhabi, UAE

**Phone:**

+971 (0) 569831146

**Email:**

monalisabarik16@gmail.com

### Languages

English

Hindi

### Skills

Advance MS Office, CRM, Outlook, Photoshop, creative writing

### Personal Dossier

Date of Birth: 04 Nov 1994

Passport No: P1784088

Nationality: Indian

Visit Status: Residence visa

### Summary

Having 3 years of experience in various industries as Sales Executive with vigorous interpersonal skills, highly ingenious and incentivized to avail business acquire and maintain client's satisfaction. It is my fervid desire to contribute in the prosperity of the organization by providing high quality of customer service with highest efficacy from the resources available.

### Skill Highlights

- Customer Service
- Leadership in crucial time
- Achieved sales target-68%
- Content writing
- Tele Sales
- Market Analytical

### Experience

#### LIBERTY INSURANCE BROKERS

#### INSIDE SALES & COMMUNICATION SPECIALIST

–July 2020 to till now

- Handles the customer inquiries & respond them as per the requirement.
- Making client understand about product via verbal and written communication.
- Hands on experience in email campaign, seo campaign, social media campaign.
- Writing own sales content & punch line for marketing campaign.
- Generate new sales lead and keep sourcing opportunities through inbound lead follow-up & outbound calls & e-mails.
- Guide the team in critical situation.
- Negotiate price and decision making on favour of profit margin.
- Make data analysis on the purchasing preference of the customer & achieved 99% customer satisfaction.
- Making sales strategy for B2B selling & effective customer retention strategy.
- Brainstorming ideas for closing of deals.
- Source opportunity for cross selling of product and services.
- Having strong EQ, funnelise the communication B2C business.

# **MBG CORPORATE SERVICES**

## **INSIDE SALES EXECUTIVE**

– MAY 2018 to JUNE 2020

- Understanding client needs and offering solutions and support; answering potential client questions and follow-up call questions; responding to client requests for proposals (RFPs)
- Collaborating with sales and leadership to secure, retain, and grow accounts
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure adherence to laws and policies.
- Maintaining a pipeline of all sales administration using MS office.
- Mainting sales data base for material resevatin and payment.
- Followup with logistic team for ontime delivery, sharing tracking details and materials related issue.
- Coordinate with customer for documents require for shipment.
- Store and sort financial and non-financial data in electronic form and present reports.
- Collaborate with senior sales staff in weekly meetings by creating and maintaining month-end sales reports.
- Prepare meeting minuts for managers and assist them in maintaing files.

## **Education**

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### **MBA in Marketing & communication(2019-2021)**

IMT Ghaziabad-Distance

### **Bachelor of Technology (2013-2017)**

Biju Patnaik University of Technology, India, Bhubaneswar

### **Intermediate in Science (2011-2013)**

Council of Higher Sceondary Education, India, Odisha

## **Strength**

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- Agressive and leadership skill.
- Time management and problem solving skill.
- Quick learning ability.
- Impressive Tele communication(negotiation) Skill.
- Self motivated and profit oriented.
- Exceptional written skill, with good control on words.

## **Declaration**

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I hereby declare that the information above is factual & true to the best of my knowledge & belief. Any documentary references will be provided for your future clarifications.