

Zainab Chittalwala

Experience

May 2017–Till Date

Business Development Executive/ Admin

- Pioneer Enterprise


- Initially appointed as an Administrator and later promoted to business development executive
- Setting up and management of the filing systems
- Maintaining a digital record of all financial transactions, documents and supplier invoices, expenses claims, and account payments
- Answer telephone and direct calls. Take and relay messages
- Record movements of staff, in and out of organization
- Handling the operational activities related to sales and working hand in hand towards the improvement and advancement
- Prepare letters and documents, receive and sort mail and deliveries
- Editing new post and pages for the company website.
- Support senior managers and other members of staff in day to day activities

October 2016 –April 2017


Tele Sales Executive

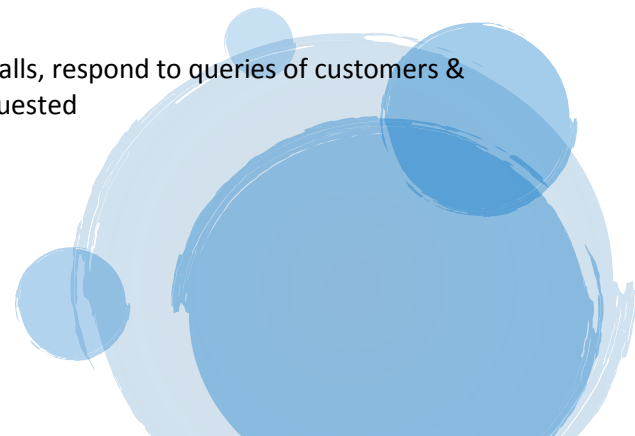
- Property Pedia LLP

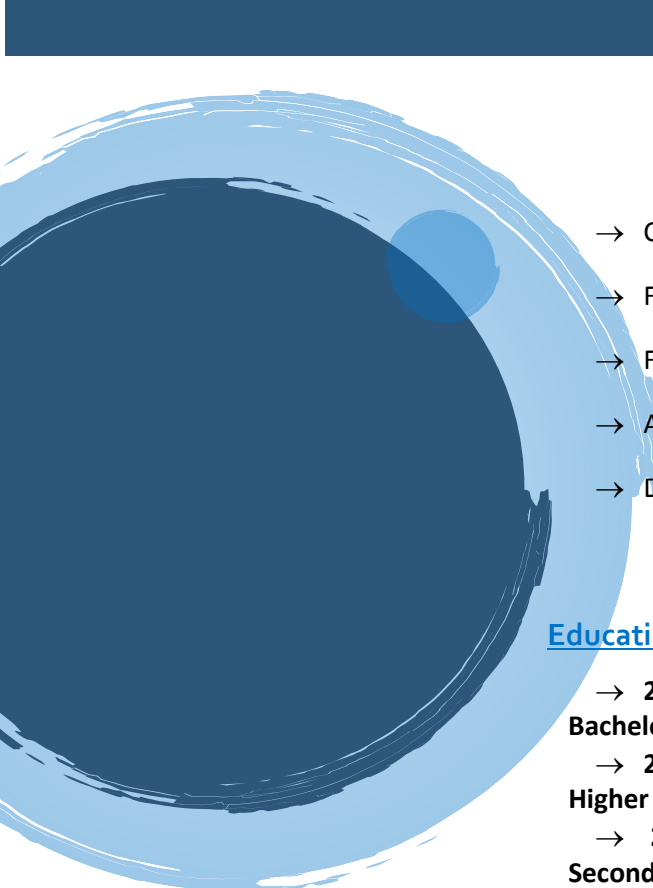
- Inform new and existing customers about our products and services.
- Operate telephone equipment and other tele communications technologies
- Handle in bound/out bound calls, respond to queries of customers & give timely support when requested

 Bhindi Bazaar- Mumbai

 7977102499

 zainabchittalwala786@gmail.com



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- Coordinate with sales team in generating leads.
 - Fix Appointments as per the convenience of the customer
 - Follow-up with the customer as per data time to time
 - Attending meetings and taking minutes of the meeting.
 - Designing pamphlets, leaflets and other company documents.

Education

- **2015- 2018 University of Mumbai (India)**
Bachelor of Arts- Majoring in Economics and English Literature
- **2014-2015 University of Mumbai (India)**
Higher Secondary Certificate Examination
- **2012-2013 University of Mumbai (India)**
Secondary School Certificate Examination

Communication

A Creative and enthusiastic person with great deal of experience in different areas of sales, strong knowledge and confident in handling customer related issues.

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

Objective

To be able to find a job wherein I can fully utilize my skills and knowledge and further enhance them to my development as a person, and to be able to be a part of a team.

References

1. Mr. Kutubuddin (Manager)- +91 9819921686
 2. Mr. Parinay (Manager)- +91 9172924722
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