

# HIMANSHI DHANAK

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A strong team player, I believe work well under pressure and can take up challenges with determination and zeal. Proven track record in the domains of sales, marketing, merchandizing, business development, client relations and customer service with strong competencies in storekeeping, stock control, data entry functions.

Technically astute with advanced knowledge with electronic products hence offered sound advice as well as delivered high service standards that greatly contributed to company's business growth. Possesses excellent analytical, problem solving, coordination and communication skills. Keenly interested to work in any progressive enterprise to share gained experience, skill and expertise.

## Career Strength & Knowledge

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- Excellent Client Relations & Customer Service.
- Knowledgeable with Latest Technologies.
- Tack to Deal with Multicultural Client.
- Commitment to Service Excellence.
- Team Spirit & Leadership Capabilities.

## Work Experience

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### Derby Group of Companies -Sharjah ( November 2020 – January 2021 )

#### *Debt Collector*

- Performed telephone contact with customers according to guidelines and standards to ensure payment.
- Reviewing alternatives for loan payments with debtors.
- Writing letters in an attempt to bring resolution to unpaid accounts.
- Notifying customers when they fall behind with their payments.
- Determining the appropriate level of recovery action.
- Issuing invoices and notices to debtors.

### IPSOS. – Mumbai (February 2019 - July 2019)

#### *Field Supervisor and quality control*

- Approving the questionnaires before submitting it for Data Entry.
- Checking the quality of the Data.
- Participation in orientation, training and assessment of new staff.
- Keeping track and accompanying of interviewers always.
- Consistently monitoring status, stage and progress of projects.
- Providing immediate support to interviewers .

### Momai Jewellery – Mumbai (March 2017 – December 2018)

#### *Administration*

- Process sales order and coordinate with Suppliers.
- Documentation and General Accounting.
- Develop and maintain meaningful relationships with various individuals.
- Meeting and training the staffs for overall business growth at a manufacturing level.

**Samsung Mobiles – Mumbai** (October 2016 – January 2017)*Sales Executive*

- Deciding how Gadgets should be displayed to maximize customer interest and sales.
- Identifying replenishment needs.
- Completing all paperwork and necessary documentation.
- Spinning labels and straightening package graphics.
- Performing other miscellaneous duties as assigned.

**Education**

- Bachelor of Commerce, Thakur College, Mumbai
- High School – St Mary’s High School, Mumbai.

**Personal Details**

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**PERSONAL PROFILE:**

Gender	:	Female
Marital Status	:	Married
Date of Birth	:	20-09-1995
Nationality	:	Indian
Current Visa Status	:	Sponser Visa
Languages known	:	English, Hindi , Gujrati & Marathi
Permanent Address	:	MUMBAI, INDIA
Current Address.	:	Sharjah

**Technical Skills**

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- Document creation using MS Word.
- Presentation creation through Ms. PowerPoint
- Spreadsheet creation Excel
- Computer Hardware and Software knowledge

**Reference**

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- Available upon request