

# SUDIN NAVELKAR

## Professional Summary

[sudin.navelkar@gmail.com](mailto:sudin.navelkar@gmail.com)

Highly organized and meticulous Administrative Assistant with experience in corporate office settings. Adept at preparing and maintaining files, greeting visitors. Good communicator and planner with strong judgment and critical thinking abilities.

+919657959493 /+918788071113  
HNO: 269/0 F-3 Cottocomoll  
Aquem Baixo Navelim  
Salcete Goa – 403707

---

## Skills

- > Investor Relations
- > Administration strengths
- > Employee Relation
- > Interpersonal Skills
- > Positive
- > Self Sufficient
- > Strong customer Relations
- > Excellent time Management skills
- > Deadline - driven
- > Forward thinking

## Working History

Aquasail Distribution Company – Senior Sales Executive  
12/2019-06/2020

Club Mahindra – Senior Sales & Marketing Executive  
06/2019-12/2019

Prestige Holiday Resorts LLP- (Karma Group) - Margao, Goa  
02/2013 –04/2019

## Customer Service Executive

- To handle the inbound and out bound calls of the members.
- Handling the booking request of the members.
- Answering the queries of the members regarding the product. ➤ Helping to achieve the target of the month.

## Member Relation Executive (Collections)

- To handle the inbound and out bound calls of the member.
- To call and collect the payments from the members for their membership.
- Answering the queries of the member before the activation of their membership.

- Making sure that the team reaches the monthly target what is set.
- Making sure that all members are happy regarding the product what they have purchased.

#### Member Relation Officer (Button Up Officer)

- Worked with clients to address and respond to client queries.
- Making sure that the clients understand what product they are purchasing
- Making sure that clients go through the documents of the product what they are purchasing
- Read out all the terms and conditions regarding the product what the client is purchasing.
- Making sure at the end of the purchase clients leave the cabin happily

#### M/S Surf N Sounds – Event Coordinator- Margao, Goa

03/2009 – 11/2012

- Coordinated art and graphics creation for effective merchandising.
- Cultivated and managed relationships with key clients, vendors and community partners.

#### Sai Sevice Private Limited – Sales Executive - Margao, Goa

01/2008 – 09/2008

- Maintained up-to-date knowledge and performed competitor analysis.
- Developed strategic relationships with existing clients while conducting cold and warm calls with prospects.
- Surpassed growth targets and revenue projections by coordinating and planning product sales.

#### **Education**

- 1996 – 2001- Mahil and Nutan English High School Margao Goa
- 2003 – 2006- Govt Polytechnic Panaji – Goa
- 2006 – 2007-Digital Academy Andheri East – Mumbai

#### **Strengths**

- Ability to teach myself difficult material, regardless of the subject. ➤  
Quick Adaptability

#### **Languages Known**

- English > Hindi
- Konkani > Marathi

#### **Personal Detail**

Name: Sudin Suresh Navelkar

Date of Birth: 29<sup>th</sup> November 1985

Religion: Hindu

Sex: Male

**References**

Mr. Leslie Lobo- +918888918432 & Mrs.Zeenat Mulla- +919822482261 (Karma Group)

Mr. Maville Dawson- +917666689265 & Mr. Zann Menezes- +91976355224 (Aquasail Distribution Company)

---