**MANJU YADAV**

**Sales & Accounts Representative**

**Contact : 052-1338172 / 055-9563508**

**Email :** **manjuy29@gmail.com**

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**SUMMARY :**

Looking for a suitable opportunity in the field of Sales, Marketing & Accounts.

**SKILLSET :**

* Lesson Planning
* Parent Communication
* Time Management
* Creativity
* Teamwork
* Multitasking

**TECHNICAL EXPERTISE :**

* Computer Basic : Microsoft Word, PowerPoint and Excel
* Completed MSC-IT Course

**WORK EXPERIENCE :**

**Role : Sales Advisor JUN 2006 - NOV 2010**

**Organization : ICICI Prudential**

* Coordination with the sales head to create strategic plans to increase sales and enhance customer satisfaction.
* Assessing customer needs and supplied the customer with the most appropriate product and service offerings available to meet their requirements.
* Assisted sales manager to enhance employee performance through mentoring, one-on-one discussions, and motivational initiatives.
* Received outstanding positive comments from team members as well as exceptional feedback from senior management.
* Attending seminars and educational training opportunities to ensure exceptional product knowledge to improve sales.
* Consistently exceeded customer expectations resulting in repeat and referral business.
* Implemented dramatic reorganization that lifted morale and united the sales team.
* Recommend products to customers, based on customers' needs and interests.
* Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
* Worked as a team member to provide the highest level of service to customers.

**ACADEMIC QUALIFICATIONS :**

* **Diploma** in Teacher Training Certificate from the **University of Buckingham.**
* Graduation in **B.Com** from Mumbai University.
* **B.Ed** in **English and Economics** from Mumbai University.

**PERSONAL DETAILS :**

Date of Birth : February 5, 1986

Martial Status : Married

Gender : Female

Birth of Place : Boisar, Maharashtra, India

Address : Jebel Ali,UAE

Languages : English, Hindi, Marathi

Passport No. : U7217116

Visa Status : Residence Visa (Until 2026)