

NARENDRA HEMLANI

Senior Client Advisor

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SUMMARY

Sales coordinator & Inventory control Dynamic Senior Client Advisor with 10+ years of experience leading organizations to meet strategic goals and drive growth. Adept at managing exports, leading cross-functional teams, and pioneering innovative strategies that achieve remarkable results. Skilled in swift issue resolution and idea execution, eager to contribute to your team's success.

KEY ACHIEVEMENTS



Client Retention Increase

Increased client retention by 30% over five years with strategic relationship management.



Revenue Growth Achievement

Boosted export sales revenue by 20% through efficient process management and client engagement.



Operational Cost Reduction

Reduced operational costs by 15% by implementing streamlined processes and inventory control.



Client Satisfaction Milestone

Achieved 95% client satisfaction rate by providing tailored advice and timely solutions.

EXPERIENCE

12/2014 - 01/2024

Jaipur, India

Senior Client Advisor

Charu Overseas (Wedding Invites Printing for US Clients)

- Led international client engagement, fostering long-term relationships and driving business growth
- Managed end-to-end processes for export sales, ensuring timely delivery and client satisfaction
- Provided strategic advice to clients, tailoring solutions that meet their unique needs
- Streamlined operations and contributed to business expansion in international markets
- Coordinate with internal teams to meet client requirements and timelines
- Address client inquiries, concerns, and issues in a professional and timely manner
- Foster and maintain strong client relationships to ensure long-term collaboration

01/2010 - 12/2014

Jaipur, India

Account Data Entry & Inventory controller

Imagine Apple Store

- Managed account entries and handled daily transactions accurately
- Provided excellent customer service while processing payments and ensuring smooth store operations
- Maintained inventory and provided data for financial records

EDUCATION

07/2009 - 04/2012

Jaipur, India

Bachelor of Commerce

Rajasthan University

LANGUAGES

English
Advanced



Hindi
Native



SKILLS

Microsoft Office

Tally

Inventory Management

Team Leadership

Manage Client Relationships

Customer Advisor

Problem Solving

Handle Customer Enquiries

Client Communication

After sales service

PERSONAL DETAILS

Nationality - Indian

Date of Birth - 13/10/1991

Visa Status - Visit Valid till 28/04/2026

Marital Status - Single