

Mayank Sharma

Sales Coordinator

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📍 Noida, India

Highly motivated Sales Coordinator with experience in the retail industry, adept at managing client inquiries, coordinating sales activities, and optimizing lead generation strategies. Skilled in analyzing market trends, handling customer databases, and streamlining sales processes to maximize efficiency and drive revenue growth. Committed to delivering exceptional customer service and fostering strong client relationships. Seeking an opportunity to utilize my talents in a dynamic sales environment to support team objectives and achieve outstanding results.

Experience

1-year electrical internship, Dabur Ltd.

2021-2022

- Supported electrical maintenance and inspections.
- Assisted in installations and testing.
- Contributed to diverse engineering projects.

SPM Medicare Pvt. Ltd. - Sales Coordinator

2023-2024

- Managed and coordinated client inquiries generated through various channels, ensuring prompt and effective communication to nurture relationships and facilitate sales opportunities.
- Performed thorough screening and analysis of bulk data to pinpoint high-potential leads, optimizing the sales pipeline and elevating conversion rates.
- Facilitated the handling of leads acquired via the company website, implementing swift follow-up strategies and engagement tactics to maximize interest and capitalize on sales potential.
- Collaborated closely with the marketing department to refine lead generation approaches, leveraging data-driven insights to enhance the efficiency of the sales process.
- Conducted market research to uncover emerging business prospects, contributing insights to the development of tailored sales presentations and proposals to address client needs effectively.

Achievements:

2023- present

- Boosted lead conversion rates by 25% in six months through a new lead tracking system.
- Consistently surpassed monthly sales targets by 15% with effective team coordination.
- Increased repeat business and referrals by 30% by fostering strong client relationships.
- Improved efficiency by 20% through streamlined CRM utilization, reducing administrative tasks.
- Enhanced sales representatives' performance by 20% through tailored training programs.

Education

10th (CBSC Board)

2015

12th (UP Board)

2017

Bsc (PCM) From Monad University

2020

MBA (Marketing + Hr) Subharti University (Distance)

2023

Skills

- Communication Skills
- CRM Software Proficiency (e.g., Salesforce, Zoho CRM)
- Effective Communication & Negotiation
- Problem-Solving
- Team Collaboration
- Sales Strategy Development
- Time Management & Organizational Skills