**CURRICULUM VITAE**

 **Pooja Saxena**

**Address : HOUSE NO:3086 G.NO. 71 E BLOCK MOLARBAND BADARPUR**

 **NEW DELHI 110044**

**PH:NO 9958709526**

**CAREER OBJECTIVE:**

* To contribute in organization with best individual efforts in achieving goals making sure that the work is perfectly done.

**PROFESSIONAL QUALIFICATIONS**

Graduate from DELHI University

**EDUCATIONAL EXPERIENCE:**

* Completed 12th CBSE BOARD
* Completed 10th **CBSE BOARD**

**KEY SKILL:**

* + Having knowledge of Microsoft Office and 365 tools like MSWord, MS Excel, MS PowerPoint
	+ Customer Interaction onboarding new customers through excellent communication skills.
	+ Requirement Gathering and requirements generation.

**WORK EXPERIENCE:**

**At Present (From May 2022):**"AGRYUJ ITSERV PVT LTD" as a "sales executive".

* Attend Inbound calls of customers and understand the customer’s requirement for product or services and Pitch best Products and Services according to customer needs.
* Pitch a new variety of products and services the company offers and generate leads for the same in existing customers as well as new customers.
* Onboard new customers in the system by visiting new clients as well as Outbound calling according to leads gathered from market.
* Provide best pricing to the customers for Inhouse products as well as other OEM Products by negotiating best deals with OEMs.
* Convert Ideas into actions by Obtaining Purchase Orders from the Clients for the organization according to the pitched products or specific requirements.
* Coordinating with the team for On-Time delivery of the products according to the Purchase Orders.
* Follow up for Payments for full closure of the sale done.
* Follow up with the customers for their satisfaction according to Products or Services provided.

**PERSONAL DEVELOPMENT:**

➢ Cheerful Outlook, Good Attitude, Reliable & Confident ➢ Flexible in nature

**PERSONAL PROFILE:**

Father name: Manoj Saxena

 Date of birth : 08/02/1998

 Nationality : Indian

 Sex : Female

 Religion : Hindu

Language Known : Hindi, English

**DECLARATION:**

I hereby declared that all above information is correct to best of knowledge.

Date………………

Place……………...

 **(POOJA SAXENA}**

Signature of Candidate)