



# KAJOL RAI

## EXPERIENCE

**Dec 2023 – Apr 2024**

**Senior Product Sales Executive • Revolute Software**

- Customer interactions for their need identification
- Lead generation to achieve target goals – Reaching out people over calls or e-mails to convince them regarding the products and services
- Product Demonstration & Customer follow ups
- Documenting and maintaining records
- Team player to achieve targets and to ensure customer success

**July 2018 - Dec 2023**

**Senior CRM • ARC Transport**

- Responding to customer enquiries regarding consignment status & other enquiries
- Assisting to ensure smooth operation & conflict resolution
- Operational activities in handling deliveries
- Mar 20XX–Feb 20XX

**June 2014 – June 2018**

**Marketing Executive • XACT Studio International**

- Arranging Business meet appointments
- Coordinating and documenting customer data
- Creating customer leads & documenting

## EDUCATION

**Bachelor of Arts**

- Delhi University  
- 2015

**12<sup>th</sup> Grade**

- CBSE Board - Delhi  
- 2011

**10<sup>th</sup> Grade**

- CBSE Board - Delhi  
- 2009

## COMMUNICATION & IT SKILLS

- Effective Communicator in English & Hindi
- Microsoft Office 365
- E-mail and Tele call communication skill
- Chat box communication skill with customers

## REFERENCES

Available upon request.



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## OBJECTIVE

Self-Motivated, Dedicated and Experienced Customer Sales Executive, looking for a better opportunity overseas as a Customer Sales Executive/Assistant. So as to utilize my skills and knowledge for the further growth of my career and benefit of the company. Offering Quick Learning & Adaptability Skills.