

# **VARINDA TAYAL**

Delhi, India | +91-9871451670 | [vrindatayal93@gmail.com](mailto:vrindatayal93@gmail.com)

## **CAREER SUMMARY:**

---

Results- driven and Dedicated Sales Coordinator who excels and developing and implementing new Sales strategies, Conducting sales reports and analysis. Sales Coordinator with an extensive experience in Fast-placed business environments. Offers great communication/leadership Skills, excellent time management skills, and important ability to remain calm under pressure.

## **WORK EXPERIENCE:**

---

### **Spectrum Insurance Broking Pvt Ltd. ( 1 Year 10 Months)**

Executive Assistant ( August 2023 – Present)

- Coordinate travel arrangements, including flights, accommodations, and transportation logistics.
- Manage executive calendars, scheduling appointments, meetings, and conferences.
- Prepare and distribute agendas, presentations, and other meeting materials.
- Provide administrative support to other members of the executive team as needed.
- Manage expense reports and reimbursements for executives.
- Act as a liaison between executives and internal/external stakeholders, vendors, and partners.

Executive (Operations) (March 2023 – July 2023)

- Address all policy Log-In issues and handle daily workflow.
- Maintain daily business tracker.
- Daily report for business development.
- Maintain report of leaders on monthly basis.

Sales Coordinator (August 2022 to present)

- Conducted Sales Reports
- Developed and implemented new strategies in order to increase sales.
- Answered calls, responded to emails, and served as the point of contact between the Company and key customers.
- Reviewed and analyzed Complaints received from clients; oversaw major customer's accounts and defined sales targets and quotas.
- Maintain all sales records, performed data entry tasks, and provided excellent customer Service.

Executive , Human Resources (September 2022 – September 2022)

- Regulating Attendances
- Handling Hiring Of Candidates.
- Creating Provident Funds And ESIC Accounts

## **EDUCATION:**

---

### **UNIVERSITY Of Delhi | 2021**

B.Com

## **IT PROFICIENCY**

---

- MS Excel
- MS PowerPoint
- MS Word

## **INTERESTS**

- Travelling
- Listening Music
- Watching Movies

## **PERSONAL DETAILS**

- DOB - Sept-06-2000
- Father Name- Mr. Bhagwan Dass Tayal
- Marital Status- Unmarried
- Language- English , Hindi , Punjabi