

AYUSH DUGGAL

SALES EXECUTIVE

CONTACT

☎ 8447122919

✉ luie26338@gmail.com

📍 G.B Pant Hospital staff quarters
Block B-8 New Delhi- 110002

SKILLS

- Client relationship handling
- Communication
- Decision making
- Operating Microsoft Excel
- Conversion rate
- Time Management
- Mutli-Tasking

EDUCATION

2019 - 2021

- 10th pass from CBSE Boards
- 12th pass from CBSE Boards

2021 - 2022

- Pursuing BA (English Hons)
from SOL Distant college

LANGUAGES

English 

Hindi 

SUMMARY

A highly motivated and hardworking individual looking for a responsible role in a reputable organization. Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth. I am seeking a role in a company where I can contribute my ideas and be mentored towards a successful career.

WORK EXPERIENCE

Sales Executive

Anatomy Gym 2022-2023

- Develop positive working relationship with Trainers, administrative and co-workers.
- Created and maintained a database of member information, resulting in a 30% reduction in data entry errors and improved communication with members.
- Provided administrative support to the gym manager, including scheduling meetings and maintaining records, resulting in improved organization and efficiency of daily operations.
- Coordinate with the gym members, taking care of their requirements, checking their routines as well.
- Guidance in terms of work-life balance, career advancement and staying ahead of the professional game than most of their colleagues
- Processing payments and maintaining accurate records
- Greeting and checking in members and guests
- Troubleshooting and resolving customer complaints and issues
- Work the front desk area management, greeting new and returning guests.
- Process guest passes and successfully convert 32% of first-time visitors to full-time members.
- Actively listen to members to properly handle requests and introduce them to the appropriate staff member to meet their concerns.

Customer Service

- Greet members and guests with a smile.
- Supply members with towels and additional supplies.
- Process first-time visitors and out-of-town members with guest passes.

Membership Sales

- Promote and sell gym-related merchandise, including towels, clothes, and portable equipment.
- Promote add-on services, including monthly memberships, personal training and national entry to associated facilities.

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DEAR HIRING MANAGER

Thank you for the opportunity to apply for a suitable position at your company. After reviewing your job description, It's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform that confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as focused by my co workers and management. Over the course of my 1 year career, I've developed a skill set directly relevant to the role you are hiring for, including account development, client relations and client relationship management. Overall, I have consistently demonstrated multi tasking, leadership and management abilities in every aspect of my Sales Executive role at Anatomy Gym, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 8447122919 or via email at luie26338@gmail.com to arrange for a convenient meeting time.

SINCERELY,



AYUSH DUGGAL
