



Anayat Khan

Sales Executive

Highly energetic and driven sales representative constantly achieves revenue targets, exceeds client networks, and accomplishes company objectives with exceptional communication, interpersonal, and leadership skills. Manages zones with a structured and effective strategy to capture new clients to maximize growth opportunities. Follows up diligently on all leads and customers with professional and keen analytical abilities to generate new income streams.

Contact

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n-20,Vishnu Garden, New
Delhi-110018

Education

2017

B.COM

VEER BAHADUR SINGH PURVANCHAL
UNIVERSITY

Expertise

- Communication skills
- Product knowledge
- Presentation skills
- Client relationships
- Negotiation
- Analytical skills

Language

English

Hindi

Experience

7 Aug 2023 - Current

JUSTDIAL

SALES EXECUTIVE

- Negotiating on price, costs, delivery and specifications with buyers and managers
- Advising on forthcoming product developments and discussing special promotions
- Creating detailed proposal documents
- Recording sales and order information and sending copies to the sales office or entering into a computer system
- Reviewing your own sales performance, aiming to meet or exceed targets
- Making accurate, rapid cost calculations and providing customers with quotations
- Gathering market and customer information
- Cold calling to arrange meetings with potential customers to prospect for new business
- Responding to incoming mails and phone queries
- Attending team meetings and sharing best practices with them

5 July 2022 - 28 July 2023

M.S GARMENTS

SALES EXECUTIVE

- Listening to customer requirements and presenting appropriately to make sales
- Maintaining and developing relationships with existing customers in person via calls and mails
- Liaising with suppliers to check the progress of existing orders
- Checking quantities of goods on display in stock
- Acting as a contact between a company and its existing and potential markets
- Negotiating the terms of agreement and closing sales
- Representing the organization at trade exhibitions, events and demonstrations

1 May 2017 - 1 July 2022

BLACK SHADOW JEANS

ACCOUNTANT

- Managed accounts receivable and payable, reconciled bank statements, and prepared financial report, reviewed invoices for accuracy and completeness prior to payment processing, assisted in the preparation of tax return by gathering necessary information from client and maintaining organised files with documents related to taxes, perform general ledger reconciliation on timely basis, reported on financial result including balance sheet, income statements, cash flow statements.