

# DEEPALI

## Sales Coordinator

Address - Avantika, Rohini Sector – 1, New Delhi -110085

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## PROFESSIONAL SUMMARY

Looking forward to an opportunity to work in a progressive and challenging environment where I can enhance my skill and potential to achieve perfection in my adaptability through hard work good communication skills, honesty, diligence adapt according to the work environment.

## EDUCATION

### 2020 | SCHOOL OF OPEN LEARNING - DU

B.A.PROGRAME–PASSED(GRADUATE)

### 2016 | G.S.K.V. KAMDHENU

12TH+ PASSED FROM CBSE BOARD

## PROFESSIONAL EXPERIENCE

### GOLD PLUS GLASS INDUSTRY LIMITED

SALES COORDINATOR | April 2023 – Present

- Making Performa Invoice as per client's specifications & sizes and
- ensuring all Orders are fulfilled according to client's needs.
- Handle the processing of all Orders with accuracy and timeliness.
- Maintaining client's Purchase Order & Performa invoice along with client's
- PO as soft data.
- Assisting clients with sales and order-related sales inquiries support,
- responding/Replying through Messages or Calls.  
Creating, organizing and updating sales databases.  
Coordinating & communicating Orders-related information to relevant teams i.e. Production Team, Accounts Team etc.  
Inform clients of unforeseen delays or problems with solutions.

### SONIA PLASTICS PRIVATE LIMITED - HYNADDECOR

HR & SALES COORDINATOR | January 2021 – April 2023

- Coordinating with Sales Team about the Sales and Target Plans and Actions for achieving their assigned targets.
- Coordinating with Factory regarding Stationary and more on going preparations like Shade Cards, Hanging Charts, Samples etc.
- Coordinating with the marketing Team for arranging Fabricate In-Shop Meet and full filling their requirements on Pan India Bases.
- Conducting Meetings with Stationary Vendors for upcoming requirements.
- Sending Pan India APP Orders to the Factory.
- Arranging Dispatch of Stationery or Shade cards as per requirement by Sales Team and our respected Partners.

- Additionally doing HR activities like making Salary, leave sheet, arranging Interviews with candidates, Making Conveyance of Employee and more.
- Coordinating with Accounts Team for HR related Operations.
- Maintaining Employees Files and Others companies Files.
- Maintaining Stationery Stocks and Inventories.
- Maintaining Company's Data in Excel Sheet like Employee's Information, Target vs Sales of Employees and Various required data on Excel sheet.

### **AJMAL KHAN TRADERS ASSOCIATION REGD. (KAROL BAGH)**

COORDINATOR MANAGER | October 2016 – December 2018

- Managing Security Guards Day-to-Day duty operations.
- Maintaining Files and Official Bank Account operations.
- Making Salaries of employees and distributing it.
- Conducting Meeting of Market Shopkeepers with our Association President.
- Collecting monthly money collections from shopkeeper.
- Maintaining Day-to-Day Collection register.
- Arranging camps for Trade License for shopkeepers Welfare.

### **NEW LITE – AUSTRALIA BASED ( Rani Bagh)**

CUSTOMER RELATIONSHIP MANAGER | May – October 2016

- Solving Customer enquiry about "SOLAR PANELS"
- Arranging Technical support to visit the customer House.
- Making Outbound Calls for getting Leads for Solar Panels.

## **SKILLS**

Organization Skills  
 Responsibility & Management  
 Team Work and Collaboration  
 Detail-Oriented Skills  
 Learning Languages  
 Problem Solving  
 Excellent Communication

## **STRENGTHS**

Multi-Tasking  
 Honesty  
 Responsibility & Management  
 Punctuality

Work Ethics

Creativity

Flexibility & Adaptability

Positive Attitude

Confidence

## **HOBBIES**

Travelling

Reading Books

Graphic Designing

Music & Meditation

## **PERSONAL DETAILS**

Fathers' Name	:	Late Mr. Kamal
Mother's Name	:	Mrs. Leena
Religion	:	Indian
Material Status	:	Unmarried
Gender	:	Female
Language	:	Hindi, English and Punjabi

Date :

Place:

**(DEEPALI)**