

# KM PAYAL

## Assistant coordinator

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.



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Gurgaon, India

## WORK EXPERIENCE

### Assistant coordinator Allianz partners

10/2023 - Present

GURGAON

#### Achievements/Tasks

- Act as a central point of contact for partners, handling inquiries promptly and professionally via phone, email, and in-person meetings.
- Support in maintaining positive relationships with partners by ensuring smooth communication and resolving issues in a timely manner.
- Assist in coordinating projects involving partners, ensuring deadlines are met and objectives are achieved according to company standards.

### Vivo Brand Advisor

#### Vivo India pvt Ltd

02/2020 - 10/2023

ALIGARH

#### Achievements/Tasks

- Implement strategies to promote the Vivo brand across various channels, including retail stores, online platforms, and events.
- Provide expert advice and support to customers on Vivo products, addressing inquiries and ensuring a positive customer experience.
- Organize events and launches to boost brand visibility and sales.

## EDUCATION

### Master of Arts M.A

#### DR. BR Ambedkar University

2019

Aligarh, Uttar Pradesh

### Bachelor of Arts B.A

#### DR. BR Ambedkar University

2017

Aligarh, Uttar Pradesh

## SKILLS

Customer service

Problem solving ability

Communication

Client Handling

MS Office

Presentation

## ACHIEVEMENTS

### Diploma in Computer Application (2022)

*Gaining programming, software development, and database management skills. I'm known for my problem-solving abilities, adaptability, and effective communication. I stay updated in this dynamic field through ongoing learning.*

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

## INTERESTS

Reading

Watching Sports

YOGA

Stock-Market