

Kartik Shekhar

Care Coordinator Manager

PROFILE SUMMARY

Highly skilled Care Coordinator Manager with expertise in managing inbound and outbound calls and coordinating with hospitals and doctors. Successfully facilitated 15 surgeries within 6 months, showcasing exceptional organizational and client-service skills. Adept Stock Broker with a proven track record of achieving a maximum monthly sale of \$40,000, highlighting exceptional sales and negotiation abilities. Dynamic Sales Manager who achieved ₹10 lakhs in sales within 6 months, significantly contributing to firm's revenue. Proficient in telecalling, inbound calls, telesales, management, business development, and marketing. Eager to leverage expertise in delivering exceptional results in a new opportunity.

EDUCATION

2026	B.A Indira Gandhi National Open University (IGNOU), Delhi
2020	XIth English
2020	Xth English

WORK EXPERIENCE

Sep 2023 - Mar 2024	Care Coordinator Manager Pristyn Care <ul style="list-style-type: none">Managed inbound and outbound calls to guide patients in selecting appropriate treatments within the vascular department.Coordinated effectively with hospitals and doctors to schedule and conduct surgeries, ensuring seamless communication between stakeholders.Played a key role in facilitating 15 successful surgeries within a 6-month period, demonstrating exceptional organizational and client-service skills.Delivered personalized assistance to patients, addressing their concerns and providing end-to-end support throughout the treatment process.
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PERSONAL INFORMATION

- Email**
kartikhw1557@gmail.com
- Mobile**
(+91) 9871331557
- Total work experience**
2 Years 0 Month

KEY SKILLS

- Telecalling
- Inbound Calls
- Telesales
- Inbound Process
- Inside Sales
- Sales
- Management
- Business Development
- Marketing

OTHER PERSONAL DETAILS

City	Gurugram
Country	INDIA

LANGUAGES

- English
- Hindi

Sep 2022 - Mar 2023

Stock Broker

One Success Pvt LTD

- Conducted outbound calls to Dubai-based clients, promoting stockbroking services and account openings.
- Assisted clients in opening trading accounts and ensured successful deposits, with a minimum investment of \$1,000.
- Generated leads and maintained strong communication to build lasting client relationships.
- Achieved a maximum monthly sale of \$40,000, demonstrating exceptional sales and negotiation skills

Mar 2024 - Oct 2024

Sales Manager

Sai Properties

- Assisted customers in selecting properties aligned with their needs and budgets across buy/sell and rental segments.
- Achieved ₹10 lakhs in sales within 6 months, contributing significantly to the firm's revenue.
- Managed a team of 2 assistants and trained new hires to enhance team performance.
- Ensured smooth client experiences by coordinating negotiations and property transactions