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New Delhi, Delhi -110063

HEMLATA SAKLA

> Sales Coordinator

> EDUCATION

**Bachelor of Arts
(General)- In Progress**

**Indira Gandhi National Open
University (IGNOU)**

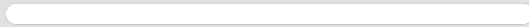
Really Great University

> CAREER OBJECTIVE

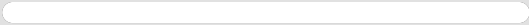
Results-driven professional with 2 years of experience in sales, customer service, and business development. Proven track record of consistently meeting and exceeding sales goals, with an ability to develop and maintain successful relationships with clients. Skilled in data analysis, forecasting, and problem-solving to optimize customer service, increase sales, and identify new business opportunities. Highly motivated self-starter, with a passion for providing exceptional customer service and achieving success.

> SKILLS

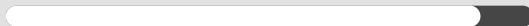
Sales Expertise



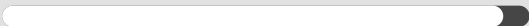
Prospecting Skills



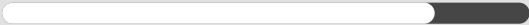
Prospecting Skills



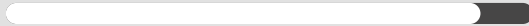
Customer Satisfaction



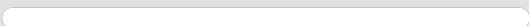
Negotiation Expert



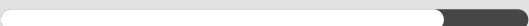
Client Meetings



Data Entry



Interpersonal Skills



Goals and Performance



> EXPERIENCE

Wow Events Pvt. Ltd. Patel Nagar, Delhi

Worked as Sales Coordinator

2nd June 2022-1st July 2023

- Utilized company resources to monitor automation system that keeps all active sales files available digitally.
- Coordinated with other departments to check and update the status of projects.
- Collaborated with sales team to manage schedules and organize brief discussion meetings.
- Maintained data of prospective clients and make sure not to delay in work and reach near the presentation and estimate to the clients.
- Developed strong relationships with key clients by setting up meetings for their upcoming projects.
- Met with managers in the organization to plan strategically.
- Conducted proactive follow-ups with the sales team concerning their prospects.

- Captured and accurately recorded all new briefs.
- Added events to the company's calendar, ensuring accurate scheduling and capturing event details, coordinating with relevant teams, and maintaining a comprehensive calendar system.
- Monitored project pipelines using a CRM system, overseeing progress and analyzing data to identify opportunities for improvement.

Meritide Advisors Pvt.Ltd. | Nehru Place, Delhi

Worked as Client Relationship Manager

21st May 2021- 1st June 2022

- Established strong client relationships by communicating with passion, consideration and confidence.
- Resolved customer queries efficiently, responding promptly and professionally to inquiries.
- Evaluated clients' documents to determine eligibility.
- Updated company databases regularly to ensure accuracy of information about clients.
- Built a successful network of contacts in the industry, resulting in increased business opportunities.
- Distributed process details to clients by mail.
- Conducted meetings with clients for highlighting solutions and reinforcing organizational regard.
- Gathered feedback from prospects and communicating it to internal teams for further analysis and action.
- Provided tourist visa services and consulted with clients to meet organizational objectives.
- Attended sales team meetings and contributed to discussions.
- Assisted clients in accomplishing organizational goals by understanding specific targets driving partnerships.