**CURRICULUM VITAE**

 **REHANA KHATOON**

**Permanent Address**

**House no. –B-213**

**Shed Ashoka Garden Bhopal**

 **( Madhya Pradesh)**

**Mobile :- +91- 9039388217**

**Email id –Rehanakhatoon554****@gmail.com**

**Objective:**

I am a consistent, hard working, highly motivated person. I enjoy working with the public. I feel that i am a friendly,

Outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations.

**Academic Skills:-**

1:-B.Com (Commerce)
**IT Skills**

* Well versed with windows, MS office& internet applications.
* Diploma [2014] with aggregate of 50 from **Advanced Diploma of Computer Application**

**WORK EXPERIENCE**

**1) Vawsum School Pvt.Ltd.- 2018 july to till date**

**Designation: - Central Business Developer Associate**

**Key Responsibilities**

**Achievements:**

 **I Joined the Company in July 2018 as a Sales Executive Then I Got a Promotion In July Month 2019 as a Central Business Developer Associate**

* Works with the Sales Manager and team to develop and execute programs to drive pipeline & close deals.
* Manage direct relationships with management representatives for all key accounts
* Manage the proposal and work order process for assigned accounts & territory
* Teamwork & Collaboration
* The key objectives are to develop deep customer knowledge and influence through forging executive relationships
* Identifies prospects and develops sales strategies to secure new business. This may include sales calls, competitive analysis, coordination of presentations and proposals, in-office demonstrations, direct mail campaigns, and follow up activity coordinated within that plan/approach
* Review local market and find Educational sales leads For the company

**Review after sales services & manage relation with the clients and get references from them and make them convert into live Clients & generate business from them because we believe In after sales services which will help us to generate new business from our existing client.**

1. **Digital Marketing Services (Networking, Trading) :-**

**Designation:-Sales Executive (2016-2017)**

* Review local market condition
* Indentify current and prospective sales opportunities
* Mapping of competitor activities and keeping track of information with respect to new competitor launches and schemes in the state.
* Implementation of brand promotions, schemes & pre-sales activities, dealer meets from time to time.
1. **Suvidha Financial service (Mutual Fund, LIC):-**

**Designation:- Marketing Executive (2013-2015)**

* Review industrial market.
* Understand the requirements of industries.
* Make healthier relation with industries.
* Achieving targets by proper planning, implementation and monitoring.

Follow up regarding order and delivery up to payment

# COMMUNICATION SKILLS

# Provides Constructive Feedback

# Speaks Confidently in Public Settings

# Listens Attentively

# Negotiates Situations Effectively

# PERSONAL SKILLS

# Motivate Others

# Delegates Tasks Effectively

# Provides Well Thought Out Solution

# Welcomes Responsibility

# ORGANISATION SKILLS

# Sets Organization Goals

# Strong Planning Skills

# Executes Multiple Tasks at Once

# Hobbies:

* Reading, Writing,

# . Personal Details :-

# Name:- Rehana Khatoon

# DOB:- 08/06/1992

# Address:- H.NO-B-213 Shed Ashoka Garden Bhopal

# Religion:- Muslim

# Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Bhopal Rehana khatoon