**CURRICULAM VITAE**

**PRATEEMA GROVER**

OM VIHAR UTTAM NAGAR NEW DELHI 110064

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# Career Objective

To attain professional heights in my career and always work with full of dedication.

# Educational Qualification

* **Master of Arts** in **Economics** from **Hemwati Nandan Bhuguna Garhwal University** from Dehradun.
* **Post Graduate Diploma in Human Resource**  from **Symbiosis Institute**, **Pune**

# Professional Qualification

* One and half year Diploma in Computer Software Programming from Aptech Computer Education.
* Working knowledge In ERP System.
* Completed three months Diploma in Web Designing .

Experience

# Working with KAP CONES Pvt Ltd , New Delhi (May 2015 Presently working with the same )As Sr.Sales Coordinator

* Contact new and existing customers to discuss their needs, and to explain how these needs could be met by specific products and services.
* Answer customers questions about products, prices, availability, or credit terms Quote prices, credit terms, or other bid specifications
* Emphasize product features based on analyses of customers needs and on technical knowledge of product capabilities and limitations
* Negotiate prices or terms of sales or service agreements Maintain customer records, using automated systems like (ERP)
* Prepare sales contracts for orders obtained, and submit orders for processing Select the correct products or assist customers in making product selections, based on customers' needs, product specifications, and applicable regulations
* Collaborate with colleagues to exchange information, such as selling strategies or marketing information Prepare sales presentations or proposals to explain product specifications or application
* Inform customers of estimated delivery schedules, service contracts, warranties, or other information pertaining to purchased products.
* Complete sales reports, or other paperwork production expectations.
* Recommend ways for customers to alter product usage in order to improve production.
* Complete product and development training as required

Provide feedback to product design teams so that products can be tailored to clients' needs.

* Verify that materials lists are accurate and that delivery schedules meet project deadlines.

# Worked with comfort zone , New Delhi(Dec 2012 April 2015)as Sales Coordinator (Real Estate )

* Gather data of new projects and upcoming projects related to training .
* Prepare presentation to guided team for project specifications .
* Taking care of Training & Developments.
* Provide training to new associates regarding the projects in hand .
* Whenever deal finalizes between dealer and customer we have guide them for paper work like MOU .
* Forward that MOU to the concern dept and take care all the formalities till the project will be delivered to customer .
* Also look after the documents and material whatever used / needed while event .

# Worked with FRANKFINN Institute of Air Hostess Training , New Delhi (Feb 2008 Dec2012)as Training and Placement coordinator(Education Sector)

* Prepare students for the interview in term of their Grooming, Personality development etc.
* Taking feedback from the faculty regarding student development .
* Identify the student regarding the posting available is student fulfill the criteria or not.
* Proficiency in using general office purpose software tools and advanced reporting tools, such as the MIS Preparing, periodic work reports
* Reviewing all the suggested training sessions by the Faculty in terms of the actual need, costing, duration, etc ,,Sorting and finalizing list of training sessions and forwarding it to the higher management for their approval
* Reviewing the post session feedbacks by the respective trainers and repeating training sessions, if needed Assigning approved sessions to the trainers and monitoring the progress.

**Worked with ICFAI university(May 2006 Feb 2008)as Training coordinator (Education Sector)**

* Maintaining Database of Current Students and Pass Out Students.
* Planning and organizing the assigned training sessions
* Sorting and finalizing list of training sessions and forwarding it to the higher management for their approval
* Assigning approved sessions to the trainers and monitoring the progress
* Conducting the training sessions, assessing the trainees post session and forwarding feedback to the concerned officials.
* Forward student query to the concern Dept

# Personal Details:-

**Name : Ms. Pratima**

**Father Name** : Mr. T.C. Grover

**Date of Birth** : 1st May 1976.

**Hobbies** : Drawing & Listening Music.

**Out look of Life** : Optimistic

**Marital status** : Married Will be available on request

# Date:-

**Place:- Signature**