

Yasmeen A. Kazi
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- **Career Objectives**

Seeking for a challenging career in Marketing and gaining experience in the field to utilize my organizational and marketing skills, in order to increase productivity of organization and to work with a prestigious organization and challenging projects, this enables me to enrich my experience, thus paving a way for my long-term growth and also contribute to the growth of the organization.

- **Education Qualification :**

- Commerce graduate from S.N.T.D University in year 2001 with 2ND Class.
- Higher secondary from MAHARASHTRA board in year 1997 with 2ND Class.
- High school from MAHARASHTRA board in year 1994 with 1ST Class.

- **Computer Knowledge :**

- Well versed with MS Office.
- Internet use for research
- Hands on experience on MS Dos Dbase Programmer with PageMaker Knowledge.
- English Typing Speed 30w.p.m.

- **Work Experience: (12 years)**

Company Name: CHARY PUBLICATIONS PVT LTD

(Electrical India, Cooling India, Lighting India and Medical Automations & Equipment Magazine)

Designation: ADVERTISEMENT MANAGER

Work Profile:

- ◆ **Chary Publication Pvt. Ltd**

**Working as Sales Manager Handling Electrical India Magazine from 2009-April onwards
Till date:**

Listening to customer requirements and presenting appropriately to make a sale.
Maintaining and developing relationships with existing customers in person and via telephone calls and emails
Negotiating the terms of an agreement and closing sales.
Doing regular follow-ups and Co ordination with clients.
Achieving monthly sales target.

Key responsibilities for Electrical India.:

Co-ordination with clients and PR consultants
Collecting article and interesting informations from the client.
Maintaining reports on a daily basis.
Doing regular follow-ups and maintaining Collecting Data for vaiours sources
Responsible for coordinating with the existing customers of the company.
Taking advertisement of the power & electrical product from the manufacturer's Company & dealer.
Updating about the change in product price and new product launch.
contacting the existing customers for renewals.
Meeting the new target customers and converting them into customers.
Solving the problem and queries of existing customers.
Updating data files of Searching for new customers.
Attending events to attract more customers.
Making daily call on daily basis and finding customers for new products of advertisement.
Making daily call reports and sending them to the seniors.
Attending meetings and monthly closing.

Key Skills:

Good verbal and written communication skills.
Convincing ability & Willingness to learn
Strong interpersonal sills
Good analytical and problem solving skills.
Hard working and Passionate about my work.
Comprehensive problem solving abilities.
Excellent Ability to deal with people diplomatically.
Willingness to learn team facilitator hard worker.

Work Handled as Sales Co-ordinator & Sales Executive from 2002 in Chary Publication Pvt. Ltd.

Maintenance of all the Positives of all the three magazines.
Coordinating with the Editorial & Advt. Dept for articles.
Follow-Ups with the Advertisers for Ad - Material.
Entire Billing & Invoice of all the three Magazines.
Updating clients on every issue of the magazine via E-Mails & calls
Maintaining all courier, dispatch & RSC Department amd Updating database.

Other projects:

Ensuring successful participation in national tradeshows, exhibitions & organizing other events like conferences, seminars etc.

Participated in Various Exhibitions for promoting of company's products Extra Curricular Activities

Career Summary:

Experienced in planning marketing campaigns, getting collaterals developed and promoting the products and services through online and print media.

Experienced in forging and maintaining relationship with online, print and television media.

Experienced in dealing with Ad Agencies.

Good analytical and communication skills.

Experienced in handling national exhibitions & attending events.

Hobbies:

Listening Music.

Watching Movies.

Personal Details :

Date of Birth	:	25th December, 1979
Marital Status	:	Un-Married
Languages Known	:	English, Hindi, Marathi
Hobbies & Interest	:	Music and Reading Books

Declaration : I hereby solemnly affirm that the above given information is true to the very presence of my mind and also hold the proof.

Yasmeen Kazi