

# Priyanka Motwani

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## CAREER OBJECTIVE

To contribute towards the growth of the organization based on my expertise and to further my personal capabilities and enhance my skills. I will strive towards being in the top quartile of my group through sincerity, dedication and hard work.

## PERSONAL ATTRIBUTES

- An effective communicator with excellent relationship building & inter personal skills.
- Strong analytical, problem solving abilities having a good academic record.
- Possess a flexible & detail-oriented attitude.
- Confident, honest and disciplined.
- Dedicated and efficient team member.
- Have a high degree of flexibility when facing changes in the work environment.

## EDUCATIONAL QUALIFICATIONS

- Secondary from RBSE, Ajmer.
- Sr. Secondary from RBSE, Ajmer.
- B.com Final from Rajasthan university, Jaipur.
- M.com final from Rajasthan university, Jaipur.
- MBA (Marketing) from Jaipur National University.

## ACHIEVEMENTS

- Kudos for highest product selling.
- Kudos for highest consumption.
- Kudos for machine maintenance.
- Kudos for highest target achievement 120%.
- Kudos for single handle clinic and achieve target.
- Maintained a 97% satisfaction rating over a 15-month period as a **Manager**

## **EXPERIENCE**

### ➤ **From September, 2018 – Till Now.**

#### **Working in Clinic Dermatech (Fortis Escorts Hospital) as a Sr. Relationship Manager.**

- Providing a leadership support function to teams and motivating staff to achieve production goals.
- Design and implement business strategies to help the clinic meet organizational goals.
- Manage staff by assigning and delegating tasks as needed.
- To drive local marketing initiatives for the clinic and other promotional activities.
- To lead, motivate and manage clinic staff to encourage a high performing team – Appraise, encourage and support clinic staff – Ensure all staff are trained effectively and manage performance/conflict where necessary.
- Handling operational duties involve billing and petty cash, maintaining clinic-specific reports, rostering of team schedules as well as inventory and stock management.
- Handling monthly stock audit.
- Ensuring that communication between departments is ongoing and utilized to maintain an environment of continuous improvement.
- Leading and managing the clinical teams.
- Responsible for clinic sales.
- Understanding of clinical health and safety procedures.
- Excellent organizational, communication, and inter personal skills.
- Providing clinical leadership and managing service delivery.
- Client counselling.

### ➤ **From August, 2017- September, 2018.**

#### **Worked in VLCC as a Sales Manager.**

- Ensuring that communication between departments is ongoing and utilized to maintain an environment of continuous improvement.
- Handling monthly stock audit.
- Training of staff and managers to ensure that everyone is performing adequately in their role.
- Effective staff rotating - Ensuring we have the right people in the right place at the right time enabling full clinic optimization. Using every possible opportunity to facilitate clinic efficiency
- Providing a leadership support function to teams and motivating staff to achieve production goals.
- Responsible for clinic sales.
- Giving the product knowledge to the clients.
- Managing budgets and costs effectively in respect of the planning process.
- Implementation of any new policies and procedures relating to the production process.
- Identifying any skills gaps in the organization and undertaking a recruitment programme to support this.

### ➤ **From 13 June, 2011 - July, 2017.**

#### **Worked for Kaya Skin Clinic as a Skin Specialist / Client coordinator**

- Managing a clinic team of approx 10 staff members with a mixture of Laser Practitioner, Doctors, Coordinator, Skin practitioner and maximizing performance and customer satisfaction for at least **3 years**.
  - Handling operational duties involve billing and petty cash, maintaining clinic-specific reports, rostering of team schedules as well as inventory and stock management.
  - Handling monthly stock audit.
  - Giving new packages and offers knowledge to client.
  - Design and implement business strategies to help the clinic meet organizational goals.
  - Manage staff by assigning and delegating tasks as needed.
  - Responsible for client service satisfaction.
  - Maintain customer Q/R/C reports and share with concern department.
  - Giving the product knowledge to the clients.
  - Responsible for clinic sales.
  - Providing a leadership support function to teams and motivating staff to achieve production goals.
  - Responsible for client appointments.
  - Handling monthly stock audit.
  - Maintain the HNI client activities and offer updating.
- **Earlier worked with Vodafone as a CCE (Jan 2011- May2011).**

## **PERSONAL DOSSIER**

Nationality	Indian
Sex	Female
Marital Status	Single
Father's Name	Sh. Indra Kumar Motwani.
Hobbies	Listening music
Date of Birth	March 09th, 1993.
Address	Sector -8, Malviya Nagar Jaipur, Rajasthan

## **DECLARATION**

I hereby declare that the above information is accurate and true to the best of my knowledge.

**Place: Jaipur (Raj.)**

**Priyanka Motwani**