**Sapna Chawla**

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| Career Objective |  |

My desire is to work as a CRM/Store Manager/Event Manager. I consider myself as a creative, articulate, very efficient and well communicative person. I am a team player and always take lead in helping the team function smoothly. I am also a fast learner, always open to new challenges and like to learn new skills and languages as well. Serving people with the best of my ability and experience is one of my key strengths. I am confident that my ability to develop and maintain strong relationships with clientele will add value and benefit the company as it has always been.

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| Core Competencies |  |
| * Excellent at handling Public Relations
* Ability to work efficiently as a Team
* Ability to work well and multi-task under pressure in fast-paced, time sensitive environments
* Strong communication, quick decision maker, customer facing & interpersonal skills
* Ability and drive to achieve and exceed targets
* Excellent Analytical and Presentation Skills
* Self-motivated, independent and ability to execute with minimum supervision
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| Industries |  |
| ♦ Retail Experience (Interiors) ♦ Logistics ♦ Salon & Spa ♦ Entrepreneurial Experience (Apparel Designing/ Gift Articles) ♦ Event Management - Freelancer |
| Professional Experience | Total: 11 Years |  |
| Event Co-ordinator & Corporate Translator |Freelance| Apr, 2015-Till Date Event Co-ordinator* Approach potential clients for event participation
* Calculate budgets and ensure they are adhered to
* Book talent, including musicians, bands
* Visit venue to plan layout of stalls and setup
* Coordinate and monitor event timelines and ensure deadlines are met
* Edit and design promotional materials and presentations

Corporate Translator* Rendered translation/interpretation services to visiting Business Delegations, Corporate Managers on a regular basis
* Translation/Interpretation services (while interacting with workers) on a regular basis/as and when need arose
* Worked with ABB, Bosch
* Chambers of commerce and many other Corporates in Bangalore and Karnataka

Store In-charge | Space Systems| Mar, 2014- Feb, 2015* Store and Inventory management
* Managing client relations and sales
* Plan for effective and efficient Store operation
* Contributed effectively towards the revenue generation

Public Relations Officer | Passage Cargo Pvt. Ltd.| Jul, 2012-Jan, 2014* Planning, developing and implementing PR strategies
* Maintaining goodwill and understanding between the organization and its clientele
	+ Promoting business strategies and sales
	+ Liaising with and answering client queries

Salon and SPA Management Bblunt@Spratt| Aug, 2011-Jun, 2012* Sales and Client Counseling
* Management of staff, display, promotion offers sale & appointments
	+ Services marketed including salon memberships

Scissors | July, 2010-Jun 2011* Sales and Client Counseling
* Management of staff, display, promotion offers sale & appointments
	+ Services marketed include slimming, gym membership, salon memberships
	+ Managing SPA promotional and consulting operations

Designing Unit and Kids wear Outlet| 2005- June 2010* Management and operations of own designing unit specializing in ladies wear
	+ Lead Designer
	+ Customized orders Trousseau Packing
	+ Management of designing staff

Gift Article Retail Outlet| 1997-1999* Management and operations of own gift article store
	+ Purchasing, Stock, Display, Sales and Marketing, Staff Management and Budgeting
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| Interests / Hobbies |  |
| * Professional networking
* Traveling
* Reading
* Designing
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| Additional Information |  |
| * Languages Known: English, Hindi, Punjabi, Sindhi ,Kannada and Tamil
* Proficient in MS Office and MS Outlook Webmail
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