

ARCHANA SINGH

SALES COORDINATOR CUM TELECALLER

 Ludhiana

 62837 47850

 archanarajpoot64@gmail.com

CAREER OVERVIEW

Focused Sales Coordinator & tele calling with 3+ years of experience in Sales and customer relationship. Self-motivated and diligent in monitoring inventory control initiatives and projections. Eager to leverage advanced knowledge of turnaround management and territory development to fulfill the role.

EDUCATION

B.A. Art

Faizabad University | 2023

SKILLS

- Sales Coordination
- Tele Calling
- Product & Service Sales
- Report Creation
- Billing Execution
- Pivot, Vlookup

REFERENCE

Sanjay Singh

MIS Head | Raj Industries

sanjaysthakur0107@gmail.com

+91 73473 13553

Preferred Location

- Ludhiana
- Chandigarh
- Noida
- New Delhi

EXPERIENCE

Sales Coordinator cum Tele Caller

Raj Industries (Raj Soap), Ludhiana

Apr'23 - present

- Coordinated and finalized sales orders to complete purchases.
- Calling through Ozonetel IVR system to retailers for taking orders& punch in Astix ERP (Secondary Sales App).
- Partnered with sales representatives during customer consultation to build agencyand customer relations.

Office Assistant

Citizen Cycles Pvt, Ltd.

Aug 2022 - Dec 2021

- Manage the task of office and doing billing and data entry in excel.

Billing Executive

Kochar Pvt. Ltd, Ludhiana

Mar 2021 - Nov 2021

- Sales Billing

Current Salary

- 18000 + Incentives
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