

ANSARI UNAIZA

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CAREER OBJECTIVES:

To achieve professional experience and success through dedicated sustained efforts and positive thinking,

EDUCATIONAL QUALIFICATION

- Completed "Graduation" From Mumbai University
- Completed "Higher Secondary Certificate" in the year 2002
- Completed "Secondary school Education" in the year 2000

WORK EXPERIENCE:

1) Company Name: - TOTAL EXPRESS & FREIGHT FORWARDING COMPANY

- **Designation: - Inside Sales Representative.**
- **Date of Joining :- 01/06/2018 to Till Now**

Job Profile:-

- Lead generation calling on given data, making new appointments, sending company profile.
- Understanding Business by interacting with Logistics Heads, Admin Head, Managers
- Selling Products by Establishing Contact and Developing Relationship
- Taking follow-up with customer those who given enquiry negotiation with rates.
- Quoting rates to customers also taking followup with them
- Taking rates from export team
- Taking rates from lines/ NVOCC quoting to shipper
- Responsible for customer needs for any query to get solve, customer coordination.
- Responsible for customer support to execute end to end process and deliver proper work on time.
- Updating customer profile and maintaining data related to shipments, Conduct regular meeting with customer and ensure quick follow through
- Tracking of sailed shipments and updating the customer. Advise transshipment status to customer, if requested
- Passing information proactively to customers, Create standard and special shipments incl. rate retrieval
- Communicate with Customers in case of exception handling of Shipments

2) Company Name: - PC Computers

- **Designation: - Inside Sales Representative.**
- **Date of Joining: - 01/08/2017 to 31/05/2018**

Job Profile:-

- Selling Products By Establishing Contact and Developing Relationship
- Contributes to Team effort by accomplishing related result as needed
- Prepares Reports by collecting analyzing and enforcing organization standards.
- Maintains relationship with clients by providing support, information and guidance, researching and recommending profit and service improvement

3) Company Name: - Essjay Copier

- **Designation: - Manager Channel Sales.**
- **Date of Joining :- 10/06/2013 to 30/12/2013**

Job Profile:-

- Distribution of Products through Dealer Network.
- Develop healthy relationship among the dealers & distributors.
- Identifying dealers & distributors with firm commitment for monthly of takes.
- Designing strategy for the potential & existing dealers.
- Assisting dealers in recruitment, training & motivating Dealer sales personnel.

4) Company Name: - Color Copi Limited

- **Designation: - Manager Channel Sales.**
- **Date of Joining :- 05/06/2012 to 30/05/2013**

Job Profile:-

- Distribution of Products through Dealer Network.
- Develop healthy relationship among the dealers & distributors.
- Identifying dealers & distributors with firm commitment for monthly of takes.
- Designing strategy for the potential & existing dealers.
- Assisting dealers in recruitment, training & motivating Dealer sales personnel.

5) Company Name: - FAXONICS TECHNOLOGIES PVT. LTD

- **Designation: - Manager Channel Sales.**
- **Date of Joining :- 04/05/2005 to 30/05/2012**

Job Profile:-

- Distribution of Products through Dealer Network.
- Develop healthy relationship among the dealers & distributors.
- Identifying dealers & distributors with firm commitment for monthly of takes.
- Designing strategy for the potential & existing dealers.
- Assisting dealers in recruitment, training & motivating Dealer sales personnel.

OTHER ACCOMPLISHMENTS:

- Canon Award: Excellent Sales of the year for 2007, 2008, and 2009
- Certified Best Manager in the year of 2009

Computing Skills

- **MS – OFFICE** (i.e. Word, Excel & power point,)
- **Internet** – Internet surfing, chatting, Email, Outlook operating, etc.
- **D.T.P** – PageMaker, CorelDraw, Photoshop

PERSONAL SKILL SETS:

- Hardworking
- Dedicated
- Good Learner
- Good Communication Skills
- Have good level of persuasiveness.

LANGUAGES KNOWN:

LANGUAGES	SPEAK	WRITE	READ
ENGLISH	Yes	Yes	Yes
HINDI	Yes	Yes	Yes
MARATHI	Yes	----	Yes

Cont....

PERSONAL DETAILS:

Father Name: Mr. Shabbir Ahmed Ansari

Date of Birth: 11th January 1984

Gender: Female.

Marital Status: Married

Interests / Hobbies: Reading, Listening, Music

Driving Force: Respect, Robust & Challenging Working Environment

I, hereby assure you that above information are completely true as per my knowledge.

Place : MUMBAI

Date 17/08/2021

[Unaiza Ansari]