

Bijal Tanna

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Rayon Housing Society no. - 3, Building no. - 1 "Anand", Block no. - 4, Veraval.

07878637237

bijaltanna07@gmail.com

Career Objective

Seeking a challenging and rewarding position in a progressive organization with an environment where my initiative for personal and professional development will contribute to achieving the goals of the organization.

Skills

- Excellent communication skills
 - Networking
 - Negotiation Skills
 - Good presentation skills
 - Lead Generation
 - Client relationship management
 - Microsoft Excel
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Experience

Maskoid Technologies Pvt Ltd. / Inside Sales Coordinator.

From: 25th February 2019 To: 23rd April 2020.

Location: Vadodara, Gujarat.

Key responsibilities:

- Scheduling appointments
- Lead generation
- Telecalling
- Updating about new technologies and services to existing clients
- Maintaining relationships with clients

Ascent Infosolutions / Business Development Executive

From: 15th October 2020 To 9th December 2021

Location: Ahmedabad

Key responsibilities:

- Cold Calling
- Cold emails
- Formatting documents as per requirements
- Grow network via LinkedIn
- Coordinating with client or candidate as per need

Education

Aditya Birla Higher Secondary School/ High school

SSC: Year - 2016

HSC: Year - 2018

Location: Veraval

The Maharaja Sayajirao University / Graduation

Location - Vadodara, Gujarat.

B.com : 2021

Hobbies

Hobbies - Dancing and Cooking