



# SIBANI ACHARI

## PROFILE

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Good understanding of Lead Generation. Adept at maintaining Customer Relationship & resolving Customer Concerns. Can use multiple communication channels for enhanced Customer Service. Excellent interpersonal and communication skills.

Quick learner with excellent Data Organisational skills. Excellent at organising volumes of Financial Data and Financial Reporting. Ambitious and driven to succeed with strong Analytical skills.

## WORK EXPERIENCE

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- **Pinkapple studio & interior design** 2021 - 2022  
**Junior accountant**
  - Account management
  - Exeperience on tally ERP-9
  - Data entry
  - Office document management
- **Ceragem** 2016-2020  
**Sales Executive**
  - Assisted customers with queries and product selection for spine management
  - exceeding sales target by selling machines to customers
  - Contacted potential customers to explain product features and benefits
  - Led and mentored a team of 5 Sales Associates
  - Processed customer orders and enquiries in a timely manner
  - Making people to understand about health spine management and motivational lecture

## HOBBIES

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Singing  
travelling  
cooking  
playing guitar

## CONTACT

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✉ [sibaniachari143@gmail.com](mailto:sibaniachari143@gmail.com)

📍 BERHAMPUR

## EDUCATION

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### BSE, ODISHA

- Higher Secondary (10th)

### ANDHRA PRADESH

### OPEN SCHOOL SOCIETY

### AMARAVATI

- Class XII

## SKILLS

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- Tally (ERP-9)
- MS office
- Sales and product expertise
- Finance and account management
- Public Relations
- Teamwork
- Leadership
- Effective Communication

## LANGUAGES

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- Odia
- Hindi
- English
- Telugu