

SIMRAN PATRO



CONTACT



 7735165644

 patrosimran3@gmail.com

 Dipo street, Gosainnugaon,
Berhampur, Odisha-760003

EDUCATION



10TH 53%
M G High School , Aska road,
Berhampur

10+2 38%
Kholikote H S School, Berhampur

SKILLS



Excellent verbal and written communication for handling phone calls, emails, and in-person interactions.

Ability to make visitors feel welcomed and valued

Understanding the needs of clients and colleagues

PROFILE

Customer-focused professional with experience in reception, telecalling, and sales. Skilled in client interaction, resolving issues, and achieving sales targets. Strong communication and organizational abilities with a proven track record of enhancing customer satisfaction and driving results.

EXPERIENCE

SALES EXECUTIVE - DIVITIAE INVESTATE PVT LTD

February 2024 - Present

- I specialized in customer support, lead generation, and client relationship management. I successfully identified and nurtured potential leads, provided personalized property solutions, and facilitated seamless transactions, including documentation and contract finalization.
- My role involved conducting property tours, resolving customer inquiries, and consistently achieving sales targets, contributing to business growth and customer satisfaction.

RECEPTIONIST- AMBROSIA WIFI PVT LTD

Jan 2022 - December 2023

TELECALLING- BAJAJ CAPITAL

September 2020 - March 2021