

**SHEENA SOLANKI**  
*sheena.solanki3@gmail.com /*  
**M: 9953232022**

**Vasant Kunj**  
**New Delhi, India 110067**

**T**he Sales Head will be responsible for leading the sales team and developing and implementing a strategic sales plan that aligns with the company's goals and objectives. This position requires a driven and results-oriented individual who can motivate and inspire a team to meet and exceed sales targets. The Sales Head must have excellent communication skills, both written and verbal, and be able to build strong relationships with customers and key stakeholders.

**\*Total Experience 15 + yrs.**

**\*Please contact me at 9953232022**

**or via email at [sheena.solanki3@gmail.com](mailto:sheena.solanki3@gmail.com)**

## WORK HISTORY:-

Sales and Marketing Head

**JR Jindal Infraprojects pvt. Ltd - Safdarjung Enclave, Delhi**

06/2020–Present

### Responsibilities -

- **Leading the B2B Meetings - to introduce our product and services, why we are best in market? Why will we work together? I explain our USPs (Unique selling points), rate negotiation according to size and volume of the product/service with freight and logistics everything included. Etc.**
- **Gain solid knowledge of competitors**
- To increase sale growth of the company
- Handle the sales team
- Making the sales policies and motivate the team
- To improve our company market value
- **Participating in international and national PVC Tape Expos (Bangladesh 2023 Expo, Mumbai 2024 Expo, Jaipur Expo 2024, Ahmadabad 2024 expo, Upcoming Nepal 2024 Expo.....etc.)**
- To make good service policies for deliver the goods timely
- Making the budget for team entertainment and team building activities.
- Develop and execute a sales plan that drives revenue growth and meets or exceeds sales targets.
- Monitoring the Sales, Operation and Dispatch departments.
- Monitoring and adherence to payment/credit terms and PDC terms of HNI customers.
- **Handling HNI clients for more financial stability for my company.**
- Lead and manage a team of sales professionals, providing coaching, guidance, and motivation to achieve sales objectives
- Collaborate with other departments, such as marketing and accounts, to ensure alignment and coordination of sales activities
- Monitor and analyze sales performance data, providing insights and recommendations for improvement
- **Build and maintain strong relationships with key customers and stakeholders**
- **Identify and pursue new business opportunities, expanding the company's customer base.**
- Develop and maintain a deep understanding of the company's products and services, as well as industry trends and competitors
- Manage sales budgets and expenses, ensuring effective allocation of resources
- Provide regular sales reports and updates to senior management

**Personal Banker**

**(Deputy Manager) | HDFC BANK LTD**

**– Delhi**

**05/2017 - 05/2020**

- Manage the existed client portfolio
- Promoted financial products by maintaining excellent service offering knowledge.
- Assisted customers with setting up or closing accounts, completing loan applications and signing up for new services.
- Escalating and resolving client complaints via phone, email, mail or meetings.
- Worked closely with management to strategize sales techniques to increase branch sale and customer service.
- Greet customers warmly and ascertain problems or reasons for calling.
- Balanced cash drawers and vault accounts on daily basis with zero discrepancies.
- Inform clients regarding new offers and promotions
- Networked to increase client base and encourage existing clients to expand financial portfolios.
- Established new accounts for high net worth individuals and serviced existing accounts to maximize revenue.
- Expanded client base by promoting new financial products.

- Achieved consistent recognition as top sales performer.
- Processed customer requests for statements, passbook entry and ordering additional cheque books and updating customer personal information in database.
- Maximized revenue through improved sales techniques and branch productivity.
- Conducted detailed financial reviews for business clients to sell appropriate products to fit client's needs.

## **Relationship Manager**

### **National Housing Bank – Delhi**

**07/2009 - 04/2017**

- Acquire new clients through developing professional relationships based on trust, empathy, credibility and ethical conduct.
- Advise clients on their personal financial needs and objectives by analyzing their financial needs and objectives, recommend suitable in-house 'off the shelf' financial solutions, and execute clients' instructions on their banking and financial transactions.
- Perform acceptance checks and on-boarding of clients in accordance with established policies and procedures.
- Perform ongoing servicing of client accounts and identify any potential opportunities for extending basic banking services.
- Understand customer needs and develop plans to address them
- Identify key staff in client companies to cultivate profitable relationships
- Resolve customer complaints quickly and effectively
- Forward up selling and cross-selling opportunities to the sales team
- Promote high-quality sales, supply and customer service processes
- Aim to preserve customers and renew contracts
- Approach potential customers to establish relationships

## **EDUCATION**

**\*Bhopal University**

**(Master of Arts: Arts and Entertainment Management - Noida Campus 08/2007 to 08/2009)**

**\*Graduate from M.P.G College Mussoorie.**

**\*Passed Intermediate from M.G.I.C, Mussoorie.**

**\*Matriculation from A.G.I.C, Nainital.**

**Hobbies:-**

**Traveling**

**I love to travel in hilly areas and feel the nature.**

**Sheena Solanki.**  
**Date:-**