



J.R.Jinita Bency

Sales And Marketing Executive

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Objective

Energetic, adaptable, and Self-motivated in Education Sales And Marketing Associate with solid qualifications in project management, sales, and customer relations. Excellent communication administrative, and time management skills with the ability to effectively work both individually and part of a team. Quick learner committed to professional excellence. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Skills

MS Office-----Level: Experienced
Basics of python -----Level: Beginner
Customer Relationship -----Level: Experienced

Language

English, Tamil, Malayalam

Experience

Syrma Technology

07/04/2019 - 03/31/2020

New Product development Engineer

- To introduce the new product and their details by conducting FR.
- To work according to the customer requirements.
- Raising PR for jig, pallets, stencils to setup the production line.
- Materials tracking and Consumable line item according to the purchase department.
- Creating the internal documents (Bom, Process flow, Control plan, Process Failure mode effective analysis, Work instructions) with the help of customer documents.
- Conducting Transfer Meeting and transferring the NPI product to engineering team.
- To maintain the records for Internal And External Auditing.

Scientiaarc Solutions

10/13/2021 - 05/31/2022

Customer Relationship Executive

- Prospecting with new and existing customers through cold calling, networking and making sales.
- Confidently presenting the companys products and services to customers.
- Communicating with customers in a friendly, prompt and professional manner.
- Following up on all prospective leads by contacting them and staying in touch.
- Quickly responding to any customer requests for information and prices.
- Maintaining strong knowledge of the companys product and promotions.

Skilly Technologies

09/01/2022 - 01/31/2023

Business Executive

- Customer management support includes after scales follow-ups to ensure customer's requirements are fulfilled without delay.
- Understand the needs of the client and suggesting the best solution to them.
- Forecast plans and achieve targets of the company.

Reference

Sudershan - Manager

Skilly Technologies

E : service@skillytek.com

M : Your Phone+91 88389 00156

- Answering to customer's rates enquiries,quotations,and as well as updating status.
- Organized meetings and appointments with clients to promote our services.
- Gained intense working experience in all aspects of Sales and marketing.

Education

**Rajas International Institute of
Technology Anna University**

2019

Electrical And Electronics Engineering

Grades - **6.92**

Signature: _____

Anitha Benny