

MAROOFA SARKAR

RELATIONSHIP MANAGER

CONTACT

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NOORANI BLDG, HILL VIEW APT, R.NO
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EDUCATION

2023 - 2026

B.K. BIRLA COLLEGE

- Bachelor of Management
Studies – Retail Management

2023

ABDULLAH PATEL HIGH
SCHOOL & JR. COLLEGE

- HSC – 75%

2021

PATEL HIGH SCHOOL

- SSC – 85%

SKILLS

- Communication:** Excellent verbal and written skills
- Time Management:** Effective prioritization and handling
- Computer Proficiency:** MS Office
- MS-CIT Certified

LANGUAGES

- English
- Hindi
- Urdu

PROFILE

Motivated and experienced in automobile sales with over 1 year of hands-on experience, consistently meeting all assigned targets. I bring strong communication and customer engagement skills that help foster trust and satisfaction. In addition to my sales background, I also have experience working as a freelance mehendi artist – managing clients for bridal and festive events. I even conducted small group sessions to teach mehendi design techniques. My combined experiences in both customer-facing roles have enhanced my ability to understand client needs, build long-term relationships, and manage tasks independently and efficiently.

WORK EXPERIENCE

Maruti Suzuki Automotive Pvt. Ltd.

2025 - PRESENT

Sales Executive

Currently working as a Sales Executive at Kiran Motors since 2024, with over 1 year of experience in the automobile sales sector. Responsible for managing sales operations, achieving targets, building strong customer relationships, and ensuring smooth end-to-end service and vehicle delivery.

- Achieved all assigned monthly and quarterly sales targets consistently.
- Delivered complete sales solutions including lead generation, customer engagement, vehicle delivery, and documentation.
- Ensured efficient coordination with finance and insurance teams for timely processing.