



SONALI RATHOR

25,Semra Gate Babu Colony Chandbadh Bhopal

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DOB 03/01/1992

Objective

Seeking a position that can provide a steady growth and learning opportunity to practice my profession and practical experience extensively.

Experience

Godrej Security Solutions

2018 - 2020

Back Office

Back Office Executive – Godrej Security Solutions (CCTV Division)

Administrative Tasks: Maintained records, managed documentation, and ensured smooth office operations.

Data Management: Handled customer and equipment data, performed data entry, and maintained CCTV-related databases.

Coordination & Communication: Coordinated with sales and installation teams for project execution.

Sales Support: Prepared quotations, proposals, and installation-related documents.

Customer Service: Responded to inquiries and resolved customer issues through calls, emails, and direct support.

varenyam TATA moters

2021 - 2023

Customer Advisor,UV vehicle

Sales Executive Role for Varenayam UV segment–

Product Expertise: Master all features, benefits, and competitive advantages of the Varenayam UV.

Customer Relations: Understand customer needs, resolve queries, and build long-term relationships.

Market Awareness: Track trends, competitors, and customer preferences to refine sales strategies.

Documentation: Handle accurate paperwork – quotes, invoices, reports, and records.

Team Coordination: Work with marketing, finance, and service teams for smooth sales and after-sales support.

Promotions : Represent the brand in exhibitions and test drives,

Preeti Global University

2023 - 2025

Admission Counselor

Counseling: Guided students and parents about courses, eligibility, and career opportunities.

Lead Conversion: Followed up with inquiries and converted them into successful admissions.

Documentation Support: Assisted students with admission forms, fee submission, and document verification.

Education

MP Board

10th

2008 — 1st

Mp Board

12

2010 — 1st

Barkatullah University

BA

2013 — 2nd

Barkatullah University

MA

2017 — 1st

Makhan Lal Chaturvedi University

PGDCA

2016 — 1st

Skills

- Hindi English typing
- Steno
- Digital Marketing
- Tally

Achievements & Awards

Virangana Savitri bai phule National fellowship award 2019 Participate in National Research seminar.

National knowledge sharing summit on Good Governace.

Child Art Club Hyderabad, state Award Rekhakan kala sansthan Bhopal.

Free press on the spot painting compition , achieve 1st prize.

National handloom expo 2010, achieved 3rd prize.

Signature: _____

Sonali Rathor
