

HONEY KATARIYA

DLT Support Coordinator

+91 8149297490

honeykatariya11@gmail.com



SKILLS

Business Communication
Data Management
MS Excel
Strategic Thinking
Operations and Streamlining
Resource Management
Co efficiency
Business Communication
Sales and Business Development

PERSONAL DETAILS

DOB : 11.07.1994

Marital Status : Married

Location : Nagpur

ABOUT ME

Working Professional with experience of +4 yrs in Support and Coordination. Keen to be involved in strategic planning and execution of aligning processes within an organization. I have a demonstrated adaptability to the changing needs of an organization and keen on expanding my knowledge areas while serving a company to the best of my ability.

EXPERIENCE

**Oct
2019 -
present**

PINNACLE TELESERVICES PVT LTD, Nagpur

DLT Support Coordinator

Handling PAN India grievances/complaints regarding MTNL DLT(Distributed Ledger Technology) registration. Handling resources, Aligning work to team mates. Coordination of lead management and client on-boarding. Handling Client communication, Data analysis and MIS

**Jun
2019 -
Oct 2019**

PINNACLE TELESERVICES PVT LTD, Nagpur

Assistant Sales Coordinator

Performed Lead management with MS Excel
Prospect needs analysis and consultation
Development of business collaterals
Analyzing DAR's/DSR's on a daily basis Supporting sales, Coordinating with other departments, Motivating staff, Handling administrative duties, and Promoting customer satisfaction, Keeping logs of visits of sales team. Reporting to National Sales Coordinator in month end with the logs of visits and business converted by team.

**July
2016 -
Apr 2019**

AIR Infotech, Nagpur

Team Lead to CRE's at AIR Infotech

Coach team members, Develop team strengths and improve weaknesses, Identify team goals and evaluate team progress, Supporting sales, Ensuring order satisfaction, Coordinating with other departments, Motivating staff, Handling administrative duties, and Promoting customer satisfaction.

EDUCATION

2012 - 2015 | Bachelor of Commerce