

# SABIHA NAAZ

## SALES EXECUTIVE

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### SUMMARY

Tele Sales Executive with 1 year 5 Months of experience and a proven track record of achieving 150 successful closings. Skilled in lead generation, customer engagement, and closing high-value sales in a competitive environment.

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### WORK EXPERIENCE

#### Sales Executive & Accountant , Homesprings

Aug 2023 - Jan 2025

- Successfully closed 100 sales, achieving monthly/quarterly sales within 1 year.
  - Built and maintained strong relationships with new and existing clients, ensuring repeat business and customer loyalty.
  - Conducted product demonstrations and presentations over the phone to highlight features, benefits, and solutions.
  - Managed daily accounting functions, including accounts payable, accounts receivable, and Invoice and Quotations.
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### INTERNSHIP

#### SRI PSSLN TECHNOLOGYS (Sale Executive)

2025

- Engaged in pre-sales activities by promoting key industrial services such as UPS & battery servicing,HVAC systems, VFDs, actuator motors(Auma, Rotork) electrical calibration lab services to potential clients.
- Assisted senior sales team in preparing and submitting large-scale tender proposals, helping successfully close high-value deals in sectors involving EPC works, fire & alarm systems, and electrical shutdown services.
- Maintained communication with clients and technical teams, ensuring clarity in project scope, improving service quotations, and supporting end-to-end coordination for cable laying, panel erection, and instrumentation projects.

#### Digital Marketing , Tech Mahindra Smart Academy

2023

- Gained a comprehensive understanding of digital marketing strategies, tools, and techniques to drive online growth.
- Learned SEO (Search Engine Optimization) principles, including keyword research, on-page optimization, and backlink strategies to improve website ranking and organic traffic.
- Learned how to develop effective social media marketing strategies, managing platforms such as Instagram, Facebook, LinkedIn, and Twitter to increase engagement and brand visibility.

- Developed essential workplace skills like communication, teamwork, time management, and problem-solving.
  - Gained hands-on experience with key productivity tools (e.g., Microsoft Office, Google Workspace) and IT-specific software.
  - Created professional resumes, cover letters, and learned interview techniques tailored for IT Roles.
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## EDUCATION

2020 - 2023

### Bachelor Of Commerce In Computer Applications

St.Ann's College For Women

- Specialization in Computer Application .
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## ACHIEVEMENTS

- Participated in International City Parade At Visakhapatnam Beach Road (Milan 2022)
  - NCC (National Cadet Crops) B Certificate in 2A GIRL BN VZN 2022
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## ADDITIONAL INFORMATION

- **Technical & Soft Skills:** Microsoft Applications, SEO Onpage & OffPage, SMM , Word Press and Photoshop, Telesales, Good Communication, Time Management .
  - **Languages:** English, Hindi, Urdu ,Telugu.
  - **Certifications:** Digital Marketing , CITR.
  - **Social Service:** Social Community Service on Topic Online Marketing & Social Awareness Act on Topic Women Empowerment.
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## PERSONAL INFORMATION

- **Contact Number :** 9502065262
  - **E-Mail ID :** shaiksabihanaaz@gmail.com
  - **Address :** Malkapuram , Visakhapatnam , Andhra Pradesh.
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