**pratibhasarkar2000@gmail.com**

Pratibha Sarkar

I would like to secure a responsible position in an organization that would provide exposure to my skills and abilities to achieve company’s objectives, while at the same time, motivate and drive me towards excellence as a true global professional besides augmenting my knowledge and intellect.



**+971-581511989(UAE),**

**+91-9811086388(India)**

# **SKILLS**

**LANGUAGES**

**English**

*Full Professional Proﬁciency*

**Hindi**

*Full Professional Proﬁciency*

**WORK EXPERIENCE**

## **FIS Global Services for Google AdWords (2017-2018)**

Sr. Marketing Executive (SME)

*Achievements/Tasks*

* Handling Customer Service Emails
* Resolving clients issues related to AdWords
* Training and mentoring new batches

Internet Marketing, MS Oﬃce

## **SEO Social Experts Private Ltd. (2013-2016)**

Sr. Marketing Executive (SME)

Presentation & Public Speaking

*Achievements/Tasks*

* Getting new clients for the company
* Always achieved personal as well as team’s target

Active Listening

* Have been one of the highest performers

Written & Oral Communication

## **Fareportal Private Ltd. (2011-2013)**

Sr. Executive (Reservation & Ticketing)

*Achievements/Tasks*

GDS's like Apollo, Worldspan, Sabre, Amadeus used in Travel industry

* Sales and Ticketing
* One of the highest performers in sales
* Acted as Mentor for the new joinees
* Trained a batch of 15 people

## **Southall Travel Private Ltd. (2008-2011)**

Sr. Executive (Reservation & Ticketing)

*Achievements/Tasks*

* Acted as a quality analyst
* Making sure that we are meeting basic requirements of our clients
* Handling Inbound customer service calls
* Making airlines reservations and hotel packages
* Training and acting as a mentor to new batches

 **INTERESTS**

Reading novels, Learning about our culture, Traveling, Listening to music, Interacting with people and Meditation (Art of Living).

**EDUCATION**

## **Bachelor of Arts**

Bundelkhand University

## **Senior High School**

Lady Irwin Sr. Secondary School

## **Secondary School**

Lady Irwin Sr. Secondary School