
Internal Sales Executive Resume

Job Objective

To secure a position as Internal Sales Executive and to be considered a valued member of your team.

Highlights of Qualifications:

- Extensive experience in telemarketing and sales support
 - Wide knowledge of engineering product
 - Proficient in Knowledge of Excel and Word
 - Strong data entry skills
 - Excellent customer service and negotiation skills
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Professional Experience:

Internal Sales Executive
CSC, Bristol, TN
August 2007 – Present

- Processed orders, handled counter sales and enquiries.
 - Maintained and updated customer care reports and increased profitability and sales.
 - Managed credit notes from suppliers, carriers, customers.
 - Updated price file and added new stock items.
 - Promoted sales of products and services.
 - Maximized sales opportunities and generated sales leads via phone.
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Education:

Bachelor's Degree in Marketing
St. Francis College, Brooklyn, NY

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