# Sales executive

**Job Title:** Sales Executive
**Location:** Pune
**Experience:** 1–3 Years
**Job Type:** Full-Time

**Job Summary:**

We are looking for a dynamic and result-driven Sales Executive to drive business growth by identifying new opportunities and maintaining strong client relationships. The ideal candidate should be confident in client communication, lead generation, and closing deals.

**Skills & Responsibilities:**

- Identify and generate new business opportunities through calls, emails, and meetings
- Build and maintain strong relationships with clients
- Understand customer requirements and propose suitable solutions
- Prepare and present proposals, quotations, and follow-ups
- Achieve sales targets and contribute to overall business growth
- Coordinate with internal teams for smooth project execution
- Maintain accurate records of leads, opportunities, and sales activities
- Strong communication, negotiation, and presentation skills
- Basic knowledge of MS Excel and reporting

**Qualifications:**

- Graduate in any field (Business, Marketing, or related preferred)
- 1–3 years of experience in sales or business development