*Curriculum Vitae*

**VIDHU SOOD**  A- 73,A Shalimar Garden Extn -2

Sahibabad, Ghaziabad - 201001

Mobile: 7838270303

**CAREER OBJECTIVE**

To work sincerely and honestly to the best of my ability and potential in an organization that offers a challenging profile, with growth and learning opportunity, where I can contribute through my knowledge and skills to fulfill the mission and vision of the company.

**EDUCATIONAL QUALIFICATION**

1. Commerce Graduate from Delhi University.
2. Intermediate from CBSE Board, Delhi in 2003.
3. Matriculation from CBSE Board, Delhi in 2001.

**WORK EXPERIENCE**

**Presently working with PREMIA PROJECTS LIMITED as EXECUTIVE ASSISTANT to CMD**

**HANDLING LEADS SOFTWARE:**

* Handling Virtual Panel ( OUTDOOR MEDIA / RADIO/ OUTSTAION MEDIA)
* Distribution of leads and also to look after their feedback and closure report.

**HANDLING MIS**

* GETTING SALES MIS FROM OPS AND MAINTAINING TARGET / ACHIEVEMENT MIS WHICH IS TO BE CIRCULATE ON MONTHLY BASIS TO EVERY SALES PERSON.
* COLLECTION AND CHEQUE BOUNCE MIS REPORT WHICH IS TO BE CIRCULATE ON MONTHLY BASIS WITH SALES TEAM
* SMS DONE MIS REPORT.
* LEADS CLOSURE MIS.
* RADIO CAMAPAIGN MIS.
* LOOKING AFTER PREFFERED CHANNEL PARTNER BILLS LIKE RENT AND MANITENCE CHARGES OF THEIR OFFICE PREMISES.
* MAINTAINNG ADVANCE TAKEN REPORTS OF PCP (PREFEREED CHANNEL PARTNERS REPORT).

**COORDIANTION WITH BOSS AND HANDLING SALES SUPPORT ACTIVITIES.**

* FIXING APPOINTMENT
* SALES SUPPORT ACTIVITES
* HANDLING SMS (BROKER ) ACTIVITES ALSO LOOKING AFTER THEIR PAYMENTS AND BILLS
* COORDINATION WITH SALES TEAM REGARDING LEDAS RECEVD ON SMS, DISTRIBUTION OF LEADS AND CLOSURE ACTIVITIES.
* COORDINATION WITH ALL ADMIN DEPARTMENT.
* CHECKING BILLS OF SALES TEAM ( OUTSTATION EXPENSES AND EXPENSES ON BROKER ENTERTAINMENT)
* LOOKING AFTER SITE VISIT FORMS.
* CHECKING OF ALL ADMIN BILLS .
* LOOKING AFTER SALES PROMOTIONAL ACTIVITIES (BONANAZA OFFER, GOLD DHAMAKA ETC), AND ALSO IN DISTRIBUTION OF GIFTITEMS TO THE QUALIFIERS.
* COORDINATION WITH ALL SALES COORDINATORS REGARDING PALNNING AND DSR OF SALES TEAM.
* COORDINATION WITH SALES COORDINATORS REGARDING CALLING PROCESS TO CROSSCHECK THE DSR AND PLANNING.
* COORDINATION WITH MARKEKETING DEPARTMENT REGARDING PRINTING OF CIF, CHANNEL PARTNER FORMS.
* HANDLING STATIONARY AND MAINTAING STATIONARY DISTRIBUTION REPORT.

**Worked with Mamram Limited as Marketing Manager.**

Nature of job:

1. Handling all marketing functions.
2. Check daily auction on Metaljunction, Steelez and Matexnet relating products to Tinplate, TNPO, ETP, TFS, HR and CR
3. Develop Business for tin plate and CR
4. Database Update for tinplate – India end users
5. Database update of suppliers, Traders and dealers outside India.
6. Coordinate for Auctions and supply for Tinplate, TNPO, CR and TFS
7. Coordinate for August Hue (Another unit of Mamram Limited) for purchase related tasks.
8. Record keeping and filing correspondence.
9. Maintenance and computerization of office records.

**Worked with “M2K GROUP OF COMPANIES” as a Assistant to Vice President (Marketing) from August 2007 till Nov08.**

## ***Nature of job:***

1. To make monthly & daily collection reports.
2. Handling all marketing functions.
3. Managing customer service operations & ensuring customer satisfaction by achieving service quality norms.
4. Attending to clients’ (individuals/corporate clients) concerns, complaints and undertaking steps for effectively resolving them.
5. Dealing with the customer and taking care of their queries.
6. Record keeping and filing correspondence.
7. Screening Telephone calls.

1. Maintenance & Computerization of office records.
2. To arrange and fix up the meetings.
3. Handling office matters & taking care of Office Administration.
4. To work in Outlook, MS-Office (Word & Excel), E-mail, Internet.
5. Can operate easily CD-Writer, Pen drive, Laser jet Color printer and all other latest equipments.

**Worked with HDFC BANK LTD (on roll of ADFC LTD a wholly owned subsidiary of HDFC BANK) Retail Asset Operation since July ‘2006 as Senior Operation Officer.**

## ***Nature of job:***

1 Heading customer service functions of Retail Asset.

2 Reconciliation of various receivable accounts.

3 Banking of post dated cheques, foreclosure of loans, re schedulement of loans, issuing NOCs for

Closed loan and interest certificates etc.

4 Disbursement of new loans.

5 Coordination with Central Processing Unit for timely accounting of customer funds.

# **PROFESSIONAL QUALIFICATION**

1. Completed one-year course in Computer Science from Smt. Ramrati Gupta Woman’s Polytechnic, Saharanpur.
2. Completed TALLY Course from F-TEC, Pitampura.

# **PERSONAL DETAILS**

Date of Birth : 09.07.1985

Marital Status : Married

Nationality : Indian

Languages : English & Hindi

# **HUMAN SKILLS**

1. Can work in an independent/ teamwork environment.
2. Have strong communication, team initiative & impersonal skills.
3. Have a vision and capability to be a winner.
4. Have the confidence and persistence to implement ideas and improve sales growth.

Place: Ghaziabad Vidhu Sood