# VANDANA SHARMA

B-17, Raju Park Near Hanuman Mandir, New Delhi- 110062

Tel:+91 9560504555 Email:vanswa07@yahoo.com

Application for the post of : ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­--\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOOKING FOR CAREER ENRICHMENT OPPORTUNITIES IN THE FIELD OF SALES & MARKETING/BUSINESS DEVELOPMENT/ CHANNEL MANAGEMENT WITH AN ORGANISATION OF REPUTE.**

* A Competent professional with over 8 **years** of experience in Sales & Marketing, Business Development, Channel sales.
* A keen learner excellent performer with consultative sales style, negotiation skills.

***CAREER FEATURES***

Worked with Live Wire Call Centre as a **Tele Sales Consultant** from 22nd Sep 2003- 3rd June 2004

***Job Profile****:-*

* Proactively handling and calling new customers for HUTCH.
* Ensuring new business acquisition to meet up sales target.
* Attained immense appreciation from the management for the achievement of sales target.

***Achievements:***

* Got Appreciation Certificate from Hutch

Worked with ATS Services Pvt. Ltd. as **Executive** from 4th Nov. 2004-20th Dec 2005

***Job Profile***:-

* Ensuring new business acquisition to meet up with sales targets for American Express.
* Ensuring new business acquisition to meet up sales target.
* Attained Immense appreciation from the management for the achievement of sales target

Worked with Empower Financial Services Pvt. Ltd as a **Team Leader** from 17th Jan 2006-20th Sep 2006

***Job Profile****:-*

* Leading ,Training & Monitoring the performance of team members to ensure efficiency in sales growth and meeting of targets.
* Creating and sustaining a dynamic environment that can fosters the development opportunities and motivates the high performance amongst the team members. Proactively done a contract with Dabur India for sales and achieved the sales target and had given a new era.
  + Got appreciated by the management.

Worked with Empower Financial Services Pvt. Ltd as a **Team Leader** from 1st Feb 2007-30th Oct 2009

***Job profile:***

* Leading ,Training & Monitoring the performance of team members to ensure efficiency in sales growth and meeting of targets.
* Creating and sustaining a dynamic environment that can foster the development opportunities and motivates the high performance amongst the team members.
* Proactively done a contract with Dabur India for sales and achieved the sales target and had given a new era.

***Achievement***

* Got appreciated by the management.

Worked with Kotak Mahindra Bank Ltd as **Assistant Manager- Retail Liabilities** from 3rd December 2009-29th June 2013.

***Job profile:***

* Proactively handling and calling new customers
* Acquiring new business.
* Identifying the requirement and pitching in with the correct solution.
* To layout plan for clients to ensure for the best services offered to them.
* Ensuring excellent and robust relationship with the existing clients.

***Achievements***

* Got many certificates of performance.
* Won prizes in internal competitions.
* Got achievers certificate.
* Got a rating of 3 out of 4 for last financial year

***ACADEMIC CREDENTIALS***

* 3 Year’s Diploma in Computer Engineering from Baba Shaheb Polytechnic.
* 1 Year Diploma in Computer System Maintenance from CEDTI (Centre for Electronics Design & Technology of India. Govt. of India).
* 1 Year Advanced Diploma in Computer Application from CDAC.
* 1 Year Diploma in Advanced System Architecture & Computer Networking from Jiwaji University.

***COMPUTER PROFICIENCY:*** MS Word, Excel and Internet Application.

***PERSONAL VITAE***

Date of Birth : 11th March 1982

Father’s Name : Sh. B. M Sharma.

Languages Known : Hindi & English.

Marital Status : Married.

Nationality : Indian.

***EXTRA CURRICULUM ACTIVITIES***

Played volleyball, Badminton and athletics at at school level. Participated in many cultural programme.

Given Speech on ALL INDIA RADIO on Human Rights,

I do hereby declare that the above furnished details are true to the best of my knowledge and beliefs.

**Date** \_\_\_\_\_\_\_\_\_

**Place** New Delhi. **(*VANDANA SHARMA)***