

Role:-Nithya – Executive NBD and Client Servicing

Regular office Hours: - 9.30 AM – 6 PM

Date: - 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

**Job Role Summary:**

This role is responsible for generating revenue as per the KRA given below through effective sales presentations and utilization of support functions. This role reports into the Group Account Director.

**Key Results Area #1 – Profit Generator**

- Generate a profit of 50,00,000/- for the financial year, from old Clients, Which will be serviced by Marketing Team
- With a TOH – profit at 35%

**Key Results Area #2 – Drive Sales**

- Breaking through 15 old clients in a year
- Fixing Meetings with 15 clients every month

**Key Results Area #3 – Stay updated with industry related news**

- Remain up to date with industry related news, opposition activity and continuously strive to develop own skills to perform optimally.
- Monitor competition activity and report significant developments

**Key Results Area #4–Reports**

- To ensure weekly/monthly/quarterly reports are sent on time
- To ensure team sends reports on time capturing all relevant information about clients
- To ensure MOM's are sent after every meeting

**Key Results Area #5 – Wings Culture code**

- Reporting time to office is 9.30 AM
- Follow dress code
- Notify reporting manager for leaves in advance. Comp off's need to be approved in advance

**Key Results Area #6 – Collection of payments**

- Keeping track of all payments to be collected and working with accounts payable team to ensure payments come in on time.