

Role:- Marketing– Shubham Bansal

Regular office hours: - 9.30 AM – 6 PM

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

#### Job Role Summary:

The Manager NBD & CS is responsible for servicing existing clientele and also generating revenue as per the KRA given below through effective sales presentations and utilisation of support functions. This role reports into the RD.

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

- Generate a profit of 1,75,00,000/- Bottom Line for the financial year
- Improve TOH – profit at 35%

#### Key Results Area #2 – Drive Sales

- Ensure all clients are met or kept in touch with every month
- Ensure 6 new clients are met 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 – Retention of Employees

- Ensure retention of team. Ensure team members are treated equally and fairly to ensure everyone contributes to their optimum

#### Key Results Area #5 –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 #6 – 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 #7 – Collection of payments

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