WINGS®
BRAND ACTIVATIONS (I) PVT. LTD.

No. 804, Antariksh Thakoor House, Off Andheri Kurla Road, Makwana Road, Marol Naka, Andheri (East), Mumbai-400 059 Ph No: 0224-9723390

■ PROMOTIONS   ■ EVENTS   ■ TRADE FAIRS   ■ CRM   ■ RETAIL   ■ RURAL   ■ AUDIT

Name: Priyanka Mandal
Role: Asst. Manager CS & BD
Regular office hours: - 10.00 AM – 6.30 PM
Date: 1st April 2020 – 31st March 2021

Job Role Summary:
The Asst. Manager CS & BD is responsible for servicing existing clientele and generating revenue as per the KRA given below through effective sales presentations and utilisation of support functions. This role reports into the Sr. Client Servicing & Productions (Mr. Nidesh Viruthil).

Key Results Area #1 – Profit Generator
- Generate a profit of 47,50,000/- for the financial year
- Improve TOH – profit at 30%

Key Results Area #2 – Drive Sales
- Ensure all clients are met or kept in touch with every month
- Ensure 4 new clients are met every month
- Breaking through 8 new clients with business for the year. A minimum of 2 new clients per quarter

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 Are #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 10.00 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.