

Role:- Marketing – DivyaSree

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 Shubham Bansal.

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

- Generate a profit of 45 Lakhs 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–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.