

Name: Manju Shivgovind Gupta
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9A/103, Krutika Hsg Soc Co Ltd, Star Colony, Manpada Rd,
Dombivali East. Pin code: 421201.

PERSONAL DETAILS:

- **Date of Birth:** 11th Dec, 1988
- **Gender:** Female
- **Hobbies:** Listening Music , Travelling & Reading Books
- **Languages:** English, Hindi, Sindhi & Marathi
- **Qualification:** Graduate from B.A.

CAREER OBJECTIVES:

"Seeking a challenging position to utilise my management & sales skills in the different industries, that is accountable for organisational as well as personal growth."

EXPERIENCE

In 2018 We started our own firm of export business i.e. Iron Ore Steel exports till date .

1. Worked with **NowFloats Technologies Pvt Ltd** as a Principal Sales Consultant From Dec'2016 till Oct' 2017

Job Responsibilities

Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories, and projecting expected sales volume and profit for existing and new products. Implements national sales programs by developing field sales action plans. Accomplishes business development activities by researching and developing marketing opportunities and plans, implementing sales plans, managing executives.

- We are analysing own data and sourcing data's from other platforms.
- Company Provided Every Month target so according to that our plan and actions.
- Managing Tele caller for generating more appointments in a day .

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- Going On appointments to make clients understand our products and concept for selling purpose.
- Grooming to our juniors for good and best environment.
- Everyday we updated to our team for new features about Products and Technologies.

2. Worked with Indiamart Intermesh Ltd. as a Senior Relationship Manager from Sep'2015 till Oct'2016

Job Responsibilities

- Accomplishes marketing and sales human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions enforcing policies and procedures.
- Managing difficult situations with customers and providing them with a resolution, information or additional options. Ensure that quick and proper response to all reasonable customer requests.
- Determines annual and gross-profit plans by forecasting and developing annual sales quotas for regions; projecting expected sales volume and profit for existing and new products; analysing trends and results; establishing pricing strategies; recommending selling prices; monitoring costs, competition, supply, and demand.
- Accomplishes marketing and organisation mission by completing related results as needed.
- Assuring business and completing target every month of my department and giving growth to our company every month for my company growth and for me .
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organisations.

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3. Worked with **Infocom Network Ltd** as a Area Manager Business Development
Dec'2014 till 30thAug'2015

Job Responsibilities:

In charge of a team of 6 sales reps, and responsible for leading the development and implementation of all marketing programs and strategic sales activities. Also in command of ensuring that the companies and its customer goals are aligned and met.

- Maintaining strong and cordial relationships with corporate level sales and marketing managers.
- Identifying and monitoring the performance of competitors in the market place.
- Managing Sales Executives levels to ensure that key target marketing areas are always covered.

4. Worked with **Sulekha.Com New Media PVT. LTD.** From Aug 2011 to Dec. 2013 as a Team Manager.

Job Responsibilities:

- Handling team and trained them.
- Achieving team target which is given by company.
- Taking Care of Existing customer, generating new business from the existing customer as well as from the prospect.

4. Worked with **Search Machine PVT. LTD.** as Group Leader from July-2010 to Aug 2011.

Job Responsibilities

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- 1) Handling sales Team for Generating calls for website development
- 2) Handling Call and Solving the Queries of Customer.

5. Worked with InfoTech Management PVT. LTD. As Telesales from Nov 2009 till July 2010

- Generating business for www.yahoo.com listing.
- Maintaining good relationship with the prospect and existing customer through rigorous follow ups.

TECHNICAL KNOWLEDGE

- 1) Database MS Office.
- 2) Operating system Window, Linux & Dos.

Date: _____

Place: Dombivali

Manju.S.Gupta