

KANIKA MITTAL

60– D , Pocket A/2, Mayur Vihar Phase 3, Delhi -110096 , Contact : 9873734533, Email Id : kanika.mittal64@gmail.com

ACCOMPLISHMENTS

- Project Development – Collaborated with the team to win various Tenders including IOCL, Kerela State Electricity Borad , IDBI Bank, Bank Of Baroda Etc
- Computer Proficiency – Used Microsoft Excel to maintain day to day records of sales
- Effective Communication : Followed Up and kept track of expected order from the national distributors, various customers & corporate

PROFESSIONAL SUMMARY

Client focussed Sales Representative with 3+ Years of providing solutions to the customers .

My aim is to build a career in an organisation that offers me job satisfaction, and learning, by levering my skills & potential . To grow with passion and dynamism, accepting challenges and thereby strive towards perfection to lead by example. Dynamic communicator who consistently exceeds goals & Company's expectation.

SKILLS

- Basic Computer knowledge
- Knowledge of Microsoft Office - Word, excel Power Point
- Basic knowledge of the software tally
- Strong Verbal Communication
- Fast Learner
- Leadership qualities
- Can work together with the team to achieve desired goals
- Extremely organised

PERSONAL INFORMATION

An enthusiast traveller with the ability to build strong relationships. Enjoy team sports, foreign cinema and reading novels .

Nationality : Indian (born in Delhi) DOB : 26 June 1992

WORK HISTORY

APRIL 2016-CURRENT - Sales coordinator in Prakash Labels Ltd

- Responsible for all sales related queries PAN India
- Coordinate with sales team , clients & corporate over India
- Responsible for timely delivery of material
- Following up for payments and taking care of the after sales services
- Visiting client sites occasionally to generate new business

JULY 2014-MARCH 2016 -Sales Coordinator – Best Power Equipments (I) Pvt Ltd

- Started E-commerce for the above mentioned firm
- Was responsible for procurement and filling of tender documents on behalf of the company
- Handled accounts of the managing director along with various sales personnel like AVP – Sales, VP- Sales, GM & Managers .
- Single handedly looked after the national distributors from executing orders till the payment
- Took care of installation & after sales services
- Maintain day to day records of the sales
- Looked after the changes and updation that were required in the company brochures, booklets & website

DECEMBER 2013 – MAY 2014 -Advisor – EXL Services Ltd

- The above said company used to outsource for various banks located in the United Kingdom.
- I was working with the Royal Bank of Scotland – Third Party Insurance (Vehicle)
- Communicating with third party's insurance company to settle claims
 - Drafting letters for onshore banks
 - Making calls to the witness and the parties involved in the accident

EDUCATION

CURRENT --- PGDM : Finance & Marketing

IMT – Ghaziabad

2013 ----B.com (Honors) : Commerce

Maharaja Agrasen College – Delhi University

2010---12th Standard from CBSE Board with 78.5%

Sommerville School – Delhi

2008----10th Standard From CBSE Board with 78%

Sommerville School – Delhi