**Ankit Gautam Contact No 7354616324**

**Objective**

Looking for a highly energetic, professional atmosphere where not only the corporate should have maximum gains from my best efforts, but also provides me with further opportunity to enrich my professional skill.

**Achievements:-**

- Reduced the percentage of technical rejected cases from 20% to 7% for Fafadih Raipur region.

- Best performance award for the month of Jan’13 in Crm

- Level of first bill defaulters was kept under 2%.

1. **Academic & Professional Qualification**

B.Com – Bachelor Degree of Commerce from Pt. Ravishankar Shukla University, Raipur

M.Com – Master Degree of Commerce from Pt.Ravishankar Shukla University, Raipur

P.G.D.C.A. – Post Graduation Diploma In Computer Application from c.v raman

University, Bilaspur.

One-Year Certificate Course from Genius Computers, Fafadih, Raipur.

MBA - **Pursing**

1. **Professional Experience: 4.5 Years**
2. **Name of Organization**: **IDEA CELLULAR PVT. LTD.**

**Position: Channel Manager**

**Duration**: From 01 April 2012 to 31 March 2014.

**Job Responsibilities:**

Responsible for all the work of admin part in the office

Responsible for Gross Acquisitions Rental Revenue as per targets.

Responsible for Tag Rollout.

Responsible for disconnection of number.

To increase man power.

Post paid activation 70 nos on an average every month through sales executive.

Responsible for collection.

Responsible for customer dispute solving.

Responsible for attending meeting monthly.

**Planning of Road Shows & Promotional Campaigns**

Responsible for TGT of Sales executives.

Monitoring Sales Reversals & ZPD dels month on month.

Maintain Channels month on month.

Vendor appointment for Canopy & Society Activities.

Generation of Leads from various activities. ( Canopy, Telecalling )

Responsible for all Branding in my areas

Responsible for Tag Rollout.

**Monitoring & Maintaining franchise**

Monitoring of MOUs (Minutes of Usages) for all Segments for my areas & MOU (Minutes of Usages) Report generation.

Prepare & Maintain the Staff Incentive Structure as per company Rule & Staff incentive report generation.

Monitoring & Maintain Login & Connectivity & Login & Connectivity report generation.

Responsibility of resolving NRP (Network Related Problems) for new installation.

Monitoring & reconciling DCR (Daily Call Report) of all FOS’s (Feet on Street) & Daily Call Report (DCR) generation.

**Processing in CMS (call Management system) flow to Resolve Complaints related to Sales**

**& service.**

Maintenance of client complain register

Ensure resolving the issues

Fault rate report generation

1. **Name of the Organization**: **AVINASH BUILDER**

**Position:** ASST. MIS OFFICER

**Duration:** from 22th September 2014 to 15 jan 2016

**Job Responsibilities**

-Responsible for all the Mis work Addon HR

- Responsible for collection

- Responsible for agreements

- Co-ordination with financer(Banks)

- Co-ordination with client life time.

-Responsible for Dsr to M.D

-

Responsible for everthing that’s related to a business

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**C Name of Organization: Maruti infraa City**

**Position:** Mis Officer Addon Finance Manager

**Duration:** from 1st May 2016 to 31 st April 2017

**Job Responsibilities**

- Responsible for collection

- Responsible for agreements

- Co-ordination with financer(Banks)

- Co-ordination with client life time.

-Responsible for Dsr to M.D

-

Responsible for everthing that’s related to a business

**D Name of Organization : Swarna Infracon(AKS)**

**Position: Finance Head & MIS Head**

**Duration: From 1st May to till\***

**Job Responsibilities**

-Responsible for all the work which is related to admin & mis part.

- Responsible for collection

- Responsible for agreements

- Co-ordination with financer(Banks)

- Co-ordination with client life time.

-Responsible for Dsr to M.D

-

Responsible for everthing that’s related to a business

**PERSONAL INFORMATION**

**Father’s Name :** N.R Gautam

**Date of Birth :** 27 september 1991

### **Marital Status : Unmarried**

### **Mailing Address :** gautam.ankit214@gmail.com

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##### **Nationality :** Indian

**Hobbies :** Listening to Song

**Present Address :** Near chota hanuman mandir

RAIPUR – CHHATTISGARH

### **Date :-**

**Place :- Raipur Signature**

**Ankit Gautam**