Navdeep Singh

[Navdeep.tapl@gmail.com](mailto:Navdeep.tapl@gmail.com) 9999510919

# Work Experience

**Sales Officer**

**Force Motors, Tempo Automobiles Pvt Ltd - New Delhi, Delhi**

# September 2021 - August 2022

* **Appointed as Sales Officer for Force Gurkha BSVi.& Force Buses**
* **Partner with the Financial Services Department to develop and coordinate best practices for the most efficient and effective sales approach**
* **Develop sales strategies to maximize revenue generation.**
* **Verified authenticity of all documents submitted by customers**
* **Establishing customer relationships, set and manage customer expectations**
* **Oversee promotional strategies to drive new business.**

**Branch Manager**

**Malhotra Travel World Pvt. Ltd,Vikas Puri ,New Delhi Febrary 2019 to July 2021**

* **Lead the branch to exceed sales targets, whilst offering exceptional customer service and growing the brands.**
* **Remain the external face of the company, deal with all face to face and telephone enquirers from customers**

.• Delivered and exceed individual & branch sales / productivity.

* **Contribute towards the sales and profit targets of the business**
* **Contribute new, alternative and innovative ideas of achieving new business**
* **Be proactive in feeding back ways to enhance sales.**
* **Participated and willing cooperate with colleagues to achieve the team objectives.**
* **Looked for innovative ways to generate customer inquiries and put them into practice.**
* **To lead by example - demonstrating to the team an exceptional high level of customer service going above and beyond**
* **Dealt with management and travel related issues / administration.**

**Sales Advisor**

**Force Motors, Tempo Automobiles Pvt Ltd - New Delhi, Delhi March 2014 to October 2018**

**Moti Nagar, Rama Road, New Delhi**

* **Greet customers upon entry to the dealership to aid them in all inquiries**
* **Determine the needs and desires of the customer to show them viable options**
* **Show and explain all vehicle features and functions**
* **Go over financial aspect of purchasing a Tempo Products and financing options available**
* **Perform credit check for potential customers**
* **Draft all necessary paperwork for the purchase of a new Vehicle**
* **Attend meetings and local seminars to discuss new makes and models of Vehicles and their features**

**Sales Team Leader**

**Tata Motors, Auto Vikas Pvt. Ltd - Dwarka, Delhi June 2013 to February 2014**

* **Developed division's main objectives and sales targets.**
* **Managed the structuring and closing of the deals with new customers.**
* **Compiled and maintained comprehensive customer profile.**
* **Produced daily, weekly and monthly activity reports and forecasts.**
* **Monitored and supervised sales team.• Followed up on opportunities uncovered by business development.**
* **Implemented process improvements and best practices. Developed division's main objectives and sales targets.**
* **Managed the structuring and closing of the deals with new customers.**
* **Compiled and maintained comprehensive customer profile.**
* **Produced daily, weekly and monthly activity reports and forecasts.**
* **Monitored and supervised sales team.**
* **Followed up on opportunities uncovered by business development.**
* **Implemented process improvements and best practices.**

**Asst. Sales Manager**

**Prestige Honda, Lally Auto Pvt Ltd - Amritsar, Punjab May 2011 to April 2013**

* **Managing and Organizing Events**
* **Enquiry generation,• Taking Group meetings**
* **Setting Teams targets**
* **Analyzing Performance of each Executive and report to GM**
* **Giving product Demonstration**
* **Handling Customers and answering their queries**
* **Arranging auto finance for them**
* **Checking availability of the Vehicle in the inventory**
* **Assisting New Executives in product selling**

**Shine Star (Used car Shop) CO-Owner 2003 to 2011**

**Vikas Puri, New Delh**i

* **Sold Used and New Cars from our own shop Accomplished business plans delivery and sales fundamentals results.**

**Education**

**Diploma in Hardware & Networking Engg language Known-- English ,Punjabi And Hindi School -Mira Model School - New Delhi, Delhi Martial Status -Married**