

**PANKAJ SINGH**

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**Seeking assignments in Marketing and Sales with an organization of repute**

Targeting Assignments In:

**Marketing and Sales**

**Profile Summary**

**MCA – from Mahatma Gandhi University, Meghalaya** offering **over 7years**of rich experience in:

**Professional Summary**

**Expert salesman with over 7 years providing customers with product information, instruction, and assistance. Enthusiastic presenter and communicator who understands how to customize a pitch based on demographics and varying consumer needs. Flexible learner who enjoys working with a variety of products and services to educate consumers and assist them in making confident buying decisions. Proven understanding of techniques for generating leads, expanding product offerings, upselling services, and providing unparalleled customer support.**

**Skills**

* **Strong communication and presentation skills to effectively pitch products, present ideas for product development, and report sales results to shareholders.**
* **Enthusiastic leader who enjoys working with sales professionals to identify realistic goals, encourage integrity, and provide superior customer service to customers.**
* **Creative problem-solver who has the proven ability to mediate conflict and restore credibility in situations where customers may be unhappy with the product or service they received.**
* **Skilled researcher who assesses an area’s potential for growth and sales success to better understand a demographic’s interest level and need for specific products and services.**
* **Profound understanding of sales assessment, forecasting techniques, and economy volatility to create quotas and report results to executive management.**

**Work Experience**

**July 21 – feb 22 : Sci Shipping Company, Mumbai as a Sales executive**

* **The Sales and purchase of ship is one of the important aspects of the shipping industry.such as knowledge of particular type of ship and its function, legal knowledge as well as dealing and bargaining knowledge. In order to reduce the number of disputes and smoothen the sale and purchase procedure,normally ship owner seller and buyer will appoint broker as middlemen to hand the transaction.**

**Jan’16 – Jul’19:Teamone Software Technologies,Lucknow as a Sales executive/ NE**

* **IT sales professional, you'll usually work with commercial clients, finding the right technological hardware and software products to suit their business needs**
* **pre-sales - giving detailed information about technical specifications and the ways in which they could meet a customer's needs**
* **sales - negotiating a commercial agreement to the benefit of both the customer and supplier**
* **post-sales (or after-sales) - providing the support of hardware and software..**

**Jul’13 – Oct’15:C-Edge Technology Ltd, Varanasi as a Sales executive/ NE**

* **Attending initial sales meetings and meeting the client.**
* **Determining a client’s business requirements and whether the products being considered are suitable.**
* **Decide whether the software or hardware needs adapting to meet the client’s needs.**
* **Answering any technical questions the client might have.**
* **Presenting your findings to a technical team to act on, and then to the client.**

**Education**

**MCAMahatma Gandhi University, Meghalaya, 2012, 79%**

**MSc IT Mahatma Gandhi University, Meghalaya, 2011, 78%**

**B.A Purvanchal University, Jaunpur, UP, 2009**

**XII from MT Intercollege, Ghazipur, UP Board, 2004, 55%**

**X fromAdarshIntercollege, Ghazipur, UP Board, 2002, 52%**

**Trainings &Certifications:**

* CCNA CCNP
* MCSA MS OFFICE

**Job Responsibilities**

**1. Selling -**

**The fundamental duty of a salesman is selling. This duty includes meeting the prospects, presenting and demonstrating the products, inducing the prospects to buy, taking orders and effecting sales.**

**2. Attending to complaints -**

**A salesman should attend to the complaints of the customers immediately and try to settle their grievances quickly and sincerely.**

**3. Collection of bills -**

**Sometimes, a salesman may be required to collect the outstanding bills relating to the goods sold by him. In such a case, he has to collect the bills and remit the amount to his firm.**

**4. Reporting -**

**A salesman, especially a traveling salesman, is required to send daily, weekly or monthly reports to his firm, providing information about the calls made, sales effected, services rendered, route schedule, expenses incurred, business conditions, competition, if any, etc.**

**8. Attending sales meetings -**

**A salesman is required to attend the sales meetings convened by his employer at periodical intervals to discuss the marketing problems, sales promotion activities, sales policies, etc..** **8. Attending sales meetings**

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**Personal Details**

**Date of Birth:**21st August, 1987

**Languages Known:**English, Hindi

**Address:**Chandrasekhar Nagar, Rauza Valley, Ghazipur, UP233001

**Passport Details:**P1301977 , expiry date 29/06/2026

**Nationality:** Indian

**Location Preference:Open/ Overseas**

**Industry Preference: Marketing and Sales/ Product based Companies**