



Jalajakshi Mohan

Executive – MIS Executive cum Sales Coordinator

15, 18th A Main, 7th Cross, BTM
layout, 1stage, Bangalore -29

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WORK EXPERIENCE

8 Years

AGE

30

ABOUT ME

I am a person who is positive about every aspect of life, has passion to learn new things in life and excel. I believe in hard work and there is no shortcut to success. Work with professional ethics and efficiently in compliance manner. Strive to meet the deadlines as well as to maintain work life balance.



Career Highlights

- To seek a long term career through creative contribution in all functional areas with a professional organization providing flexibility and opportunities for optimum utilization of potential



Work Experience

MSD Pharmaceuticals Pvt. Ltd.

Executive – MIS Executive

January 16th 2016 to 19th April 2019

Job Profile

- ◆ Sending sales report to field staff and Director & MD Level.
- ◆ Interact with various departments senior management
- ◆ Preparation of MIS, monthly reports of Primary, Secondary Sales
- ◆ Maintain Power Point presentation on weekly & monthly basis
- ◆ Incentive calculation on quarterly base
- ◆ Processing Distributors claim & new Stockiest appointment
- ◆ Query Board - Resolving Queries on MIS, Targets & Ach. other reports etc, specifically answered through emails and over phone regularly.
- ◆ Working closely with the Director Sales in regards to the performance of the Sales Team.
- ◆ Excellent communication and interpersonal skills with proven abilities in resolving complex technology related issues.
- ◆ Provide Sales team with documents like Sales report, Stockiest level report like Area/Zone /HQ level sales report etc whenever required
- ◆ Daily Coordinate with SAP for Sales report and new stockiest details for mapping
- ◆ Draft letters independently, manage inward/outward mails

StemCyte India Therapeutics Pvt. Ltd

Customer care representative
(Stem cell Banking)

June 16th 2012 to 25th December 2015

Job Profile

- ◆ Preparation of MIS, monthly reports of Primary, Secondary Sales, preparing Power Point presentation on weekly & monthly basis
- ◆ Over Three years of experience in Online CRM, Sales Administration, MIS, Field Force
- ◆ Resolve customer requests, questions, and complaints.
- ◆ Cold calling new prospective clients.
- ◆ Point of contact for end to end leads to deal.
- ◆ Arrange business meetings with prospective clients
- ◆ Visiting Customer place and providing post sales service to the customer
- ◆ Build long-term relationships with new and existing customers
- ◆ Promote the company's products/services addressing or predicting clients' objectives

MTS Company

May 10th 2011 to 29th May 2012

Admin cum Customer Service Executive
(Data card Company)

Job Profile

- ◆ Lead generation and revenue generation.
- ◆ Provide pricing and delivery information, and process orders
- ◆ Maintaining fruitful relationships with existing customers.
- ◆ Following up new business opportunities and setting up meetings
- ◆ Preparation of MIS, monthly reports of Primary, Secondary Sales, preparing Power Point presentation on weekly & monthly basis
- ◆ Visiting Customer place and providing post sales service to the customer



Education

- Bachelor of Commerce from Mumbai University in March, 2011
- Company Secretary foundation from Institute of India in December 2010



Skills

- | | | |
|--------------------------|---------------------------|---------------------------|
| • Administrative Support | • Communication Skills | • Scheduling Assistance |
| • Meeting Deadline | • Filing & Data Archiving | • Microsoft Office Skills |



Computer Proficiency

- Microsoft Windows 10
- Microsoft Office/Outlook 2010
- Advance Excel
- Internet



Languages

- | | | | |
|-----------|---------|-----------|-----------|
| • English | • Hindi | • Kannada | • Marathi |
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Personal Interests

Surfing internet & social networking, listening music & Reading book



Personal Details

Father's Name: Mr. Krishna Poojari
Birthday: 05th April 1989
Religion: Hindu

Marital Status: Married
Nationality: Indian

Declaration

I, Jalajakshi Mohan, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Jalajakshi Poojari

Bangalore