

## **NEETU JAIN NAYAN**

To succeed in an environment of growth and excellence and earn a job, which provides me job Satisfaction, and self-development and help me achieve personal as well as organization goals.

### **Profile Summary**

A dynamic professional with more than 9 years of experience in:

<b><u>Client Relationship Management</u></b>	<b><u>Fresh Sales</u></b>	<b><u>Channel Sales</u></b>	<b><u>Lead</u></b>
<b><u>Generation</u></b>	<b><u>Commercial Projects</u></b>	<b><u>Customer Retention</u></b>	
<b><u>Market Mapping</u></b>	<b><u>Competitive Intelligence</u></b>	<b><u>Customer Engagement</u></b>	
<b><u>Manpower Handling</u></b>	<b><u>Project Coordination</u></b>		
<b><u>Team Management</u></b>			

### **Employment Details**

**Aug' 21 – Present – Vardhman Group, as Manager Sales (SITE INCHARGE)**

**June' 21 – July'21 – Square Yards Firm, as Team Leader - Sales**

**July' 16 – Dec'18 – Legacy Infrastructure Pvt Ltd, as Sr. Manager - Sales**

**Jan' 13 – June'16 – Satya Developers Pvt Ltd, as Sr. Manager - Sales**

**Jan'12 – Dec'12: Indiabulls Mega Mart as Relationship Manager - Sales**

### **Key Responsibilities**

- ❖ Responsible to increase the Sales at Site Office.
- ❖ Handling Walk-in Clients to close the deal
- ❖ Handling Clients coming with Channel Partners to close the deal.
- ❖ Managing the Referral and Loyalty Programme.
- ❖ Managing the entire site and staff (Sales) allocated at the site
- ❖ Achieving sales targets and budgeting of the branch, team handling and driving Sales.
- ❖ Coordinating with Sales Head and works for operations related issues on day to day basis.
- ❖ Site visits along with live demos to make the client understand the need of our products and usage.
- ❖ Managing the payments with the help of collection executive from Builders/Developers. Ensuring timely billing of all sale transactions and accurate collection
- ❖ Deciding strategies to enhance the sales, new product to be introduced.
- ❖ Planning for the budgeting, marketing and coordinating and other initiatives to develop new leads and increase sales for office.
- ❖ Managing & driving channel partner team to add more channel partners in their network.
- ❖ Translating the sales plans to the sales agents in line with the business unit strategy. Giving training about Competitive Brand evaluation and Competitor analysis.
- ❖ Ensuring the achievement of maximum revenue targets through mandated and non-mandated sales in the residential segment in the zone/territory.
- ❖ Training and evaluating the performance of the team (10 to 15 employees).
- ❖ Attending all direct enquiries at site office, Re-Sale Process, Feedback calls to clients.
- ❖ Site Office Coordination, Project update coordination between client and project team.

## Behavioral Skills

- Ethical and Honest
- Takes Ownership
- Team management
- Attention to detail
- Communication Skills
- Negotiation skills
- Energetic and Positive

## Academic Details

- Passed B.A with 65% marks from Delhi University in 2005
- Passed 12<sup>th</sup> with 58% marks from S. B. K. Maheshwari Girls Inter School in 2002
- Passed 10<sup>th</sup> with 58% marks from S. B. K. Maheshwari Girls Inter School in 2000

## Personal Details

Languages Known : English and Hindi

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