

Neha Vajpayee

PERSONAL DETAILS

Neha Vajpayee
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AREAS OF EXPERTISE

Closing Sales

Account management

HR Responsibilities

Identifying sales opportunities

Telesales

Extensive product Knowledge

Client conversion

PERSONAL SKILLS

Building relationships

*Smart appearance &
presentable*

Highly motivated

PERSONAL SUMMARY

A results driven, committed and articulate sales representative with excellent communication skills and a high level of customer commitment. Multi-skilled with the ability to plan & manage territory whilst maintaining & developing existing and new customers through ethical sales methods and consistent high customer service.

WORK EXPERIENCE

TIS Infotech Private Limited

Business Development Manager (May 2017 – November)

Contacting prospective clients, assessing their requirements then selling them the company products and services that match their needs and also responsible for maintaining ongoing relationships with customers to foster repeat business.

Duties:

- Handling calling team and achieve the sales target with my team and we are selling Microsoft license (offices, win pro SQL server, office visual studio / antivirus –**MacAfee, quick heal, Symantec** etc.) and also selling lease line of **Airtel**.
- Coordination with Hardware and Networking vendors (Desktop laptop, mouse switches, servers and workstation).
- Calling for the renewal to the customers and maintain the relationship.
- Identifying and then researching potential leads and opportunities. Constantly developing existing sales processes which will generate sustainable growth.
- Collecting all the information required to create a request for an estimate. Writing accurate & informative sales reports and documentation.
- Contacting prospective clients by phone and email.
- Identifying the customer's needs and we are working in pan India.
- Dealing with a diverse range of clients in the private and the public sector.

Cyrus Infotech Pvt. Ltd

Sr. Business Development Manager May 2016 – March 2017

Duties:

- Handling sales team and coordinate with support and develop team.
- We are selling software (which was used in hotels and saloon) Android app and design the websites.
- Handling Multitask work As I was play the role of HR (coordination with consultancy/recruitment firm and taking the interviews .
- Identifies hiring need, develops the position description, complete the recruitment related documents
- Providing online **Demo for** software and websites.
- Resolving queries to the customers and follow up again and again.
- Forward customer's queries to concern person and follow up with staff and customers.
- Maintain good relationship with clients.

Credent Solutions Pvt. Ltd.

(Sales Coordinator)

(November 2013 – January 2016)

Duties:

- Handling sales team and achieve the sales target with my team and we are the selling Microsoft license (offices, win pro SQL server, office studio and antivirus)
- Coordination with Hardware and Networking vendors (Desktop laptop, mouse switches, servers and workstation).
- Liaising with customers & the dealer network to answer and resolve their queries.
- Identifying and then researching potential leads and opportunities. Constantly developing existing sales processes which will generate sustainable growth.
- Preparing sales quotations and Performa invoices for clients and partners.
- Collecting all the information required to create a request for an estimate. Writing accurate & informative sales reports and documentation.
- Contacting prospective clients by phone and email.
- Identifying the customer's needs and we are working in pan India.
- Dealing with a diverse range of clients in the private and the public sector.
- Co-ordinating for post sales activities like delivery confirmation, installation scheduling, payment follow up & confirmation.

HDFC Assets Management Company

OPERATION & CLIENT SERVICE EXECUTIVE (August 2011 – Sep 2013)

Duties: -

- Working as part of the backend team to develop both new and existing markets.
- Involved in developing sales & pricing strategies
- Liaising with customers & the dealer network to answer and resolve their queries.
- Identifying and then researching potential leads and opportunities. Constantly developing existing sales processes which will generate sustainable growth.
- Responsible for developing own portfolio of customers.
- Punching the application according to NAV.
- Handling Dividend and RUD Cheque also coordinate with different ISC.
- Check the **KYC** documents and send to the concern team.

KEY SKILLS AND COMPETENCIES

- Good communication skills and a excellent telephone manner.
- Able to sell to large and small clients.
- Proven experience in launching new products.
- Have a professional style of communication & ability to build rapport with prospective customers.

ACADEMIC QUALIFICATIONS

Delhi University

- Graduation from Delhi University

Computer Diploma

- 1 Year Diploma in Computers.

PERSONAL INFORMATION

Date of Birth	: 15-09-1986
Nationality	: Indian
Marital Status	: Married
Father's name	: P.S Vajpayee