**SUBARNA KESHARI PATRA**

**Masulkar Colony Room No.07 Cell No.+91 7304851995**

Pimpri, Pune-411018 Email ID –*Sameerpatra1@gmail.com*

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**Highlights :**

Loyal, driven, and gregarious sales manager with a track record of increasing revenue through an exceptional ability to build solid client relationships. Confident communicator with strong leadership and managerial skill and trustworthy with proven track record of meeting and

exceeding company goal.

**Job Skills:**

* Analyze market need and report the same to Sales Manager(SM).
* Allocating sales team member’s specific area wise.
* Take reporting of BDO on daily basis and report the same to SM.
* Increasing the productivity of BDO.
* Supervise that the BDO are working smoothly and achieving their weekly Targets.
* Keep a track of competitor’s activities and share it with SM.
* Achieve the team target on Weekly and Monthly basis.
* Give field training to new sales staff.
* Monthly Team meets for sales review and plan with their team.

**Experience :**

***Atharva Informatics Pvt. Ltd.***

**TL Assistant Sales Manager**

From Jan2013 to Till Date

* Maintain weekly & monthly sales reports and daily attendance report.
* Prepare improvement plan schedule for non‐performer and defaulters.
* Educate sales team time to time about the changes and updating within the organization.
* Weekly walk‐through along with sales member seeking guidance in Calls.
* Providing database for sales calls to sales team members.
* Escalation of wrong behavior by sales team member to SM.
* Maintaining the revenue standards designed by organization while sales operation

**Experience :**

**Organisation : Atharva Informatics pvt ltd**

**Duration : 5th dec 2011to 31ist Dec 2012**

**Designation**  : Business Development Officer

Job Profile:

* Achieved monthly sales targets of collection and no. of client.
* Direct and Appointment Marketing of the products in rough and tough conditions.
* Acquiring new clients and maintaining relationship with the existing clients and distributors.
* Convincing the customers regarding our products and close the sales.
* Meeting premium high end customers and convincing them to opt for the products.
* Attending daily conference call in morning at sharp 8.30 am.
* Following the policy of company as given.
* Attend daily appointment given by tale-callers
* Reporting sales & free registration figure on daily basis to sales head.
* Maintaining professional environment on field.
* Maintaining report of follow up client & daily report.

**Educational Qualifications:**

* **Master Degree :** **MBA**

**Year :** 2011

**Discipline** **:** **Marketing & Human Resources**

**CGPA**  **: 6.48**

**Institution** **:** National Institute of Science &

Technology, Berhampur.

**University** **:**  Biju Patnaik University of Technology,

Rourkela, Orissa

* **Degree : B.sc**

**Year :**  2009

**Per. of Marks :** **52%**

**Institution :** Siddheswar College, Amarda Road.

**University**  **:** F.M University, Orissa.

* **Course :Intermediate**

**Year :**  2005

**Per. of Marks :** **45%**

**Institution :** Balangi Mahavidyalaya, Balasore.

**Board**  **:** C.H.S.E, Orissa.

* **Course :** **10th**

**Year :**  2003

**Per. of Marks :** **61%**

**Institution** **:** Mohan Charan High School, Aladiha.

**Board** **:** B.S.E, Orissa.

**Certified Course :**

* BEC (Business English certificate), Level A2, Cambridge University London in NIST.
* System Application Programming (SAP), BPI-1.

**Personal Skills :**

* Cooperative and influential
* Adaptive and analytic
* Committed towards achievement of goal

**Personal Details** :

* **Strengths :** Honesty, Positive attitude, Strong determination, Smart Working, Team Leading, Consistency of working under any Pressure.
* **Language :**English ,Oriya Hindi.
* **Hobbies**  **:** Reading books, Surfing Internet, Playing chess, cricket, Bike riding.
* **Pass Time**  **:** Meditating, Listening to Music, And Watching Different Movie channels.

**Declarations :**

I hereby declare that all the data and information provided above are true and correct to the best of my knowledge and I hold responsible myself for any irregularities if found.

**DATE : Name : Sunrna Keshari Patra**

**Place : PUNE Signature:**