

Profile Synopsis	A Sales and Marketing professional with around 1.3 years of experience in direct & corporate sales and marketing in the field of E-Commerce, Advertisements and Digital Marketing.
Professional Career History	<p>Plum Innovations Pvt. Ltd. August-2014 to current Sales Manager</p> <p><u>Key Role Responsibilities:</u></p> <ul style="list-style-type: none">• Service current accounts and develop new accounts to meet sales targets through effective technical sales presentations and utilization of support services.• To source and secure new business to ensure optimal growth for the company products, in accordance with new business targets set.• To provide effective, efficient, professional service and advice to ensure client satisfaction of the highest level. This through effective and efficient management of individual portfolio and database of prospects, current clients and past clients.• Remain informed and up to date with regards to Industry related news, Opposition activity, product knowledge and continuously strive to develop own skills and knowledge in order to perform optimally.• Puts PRODUCT / technical knowledge to commercial use and prepares estimates and tenders in accordance with sales and pricing policy.• Monitor competitive activity and report significant developments to management.• Establish and maintain a high level of customer satisfaction. Communicate to and work with the other departments as necessary to resolve unique customer issues/concerns.• Works with Accounts Receivable to collect on accounts and to define credit terms that will most likely achieve payment and retain the customer.
Professional Career History	<p>Idea Cellular Ltd. January-2010 to September-2012 HR – Generalist</p> <p><u>Key Role Responsibilities:</u></p> <p>Talent Acquisition:</p> <ul style="list-style-type: none">• Taking care of recruitment of Territory Sales Executive for Rural Marketing.• Taking care of pre-joining formalities like- Assessment test, Medical test, Employment verification, Document verification, pre-hiring process to be done in HRMS.• Taking care of joining formalities, issue of appointment letter on the date of joining etc.

Performance Management System:

- Driving of time closure of Self-Assessment sheets and Appraisal letter.
- Responsible for timely release of Appraisal letter and Increment letter.

Pay Roll and MIS:

- To ensure that monthly payroll is prepared as per the set timelines and salaries are credited in employees account.
- To ensure the monthly MIS is prepared.

Exit Management Process:

- Responsible for handling cases of PF withdrawals and PF transfer for ex-employees.
- Sharing the F&F working send by corporate with the ex-employees and getting it closed for final payment release.
- Responsible for release for reliving letter for resigned employees once his/her F&F settlement is done.

HR Operation:

- Handling day to day queries for employees related to policies, attendance etc
- Coordination with Reporting Managers for Probation confirmation process.
- Completion of 3 months and 6 months confirmation process well in time.
- Releasing 6 months probation confirmation letter to the employees.
- Well versed with HRMS module.

Education

Masters: MBA from Indian Institute of Planning and Management – IIPM
Post Graduation Diploma in HR and Marketing Management

Management Traineeship Segment - Vodafone India, Delhi

Period: 8 weeks

Project Brief:

- Done Marketing research for Vodafone lease line product broadband.
- Lead generation for Vodafone lease line product and broadband.

Bachelors: Open Learning Collage (South Campus) from Delhi University
Bachelors of Commerce

Schooling: Central Board of Secondary Education (CBSE), Delhi

- 12th with Commerce
- 10th with Basic Subjects

Hobbies

Traveling, Interaction with new peoples

Skill

MS-Office “Excel, word, Power Point etc.”, “HRMS”

Contact Detail

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