

**Pushpendra Singh Tanwar**  
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Seasoned Finance Professional with over Six years of experience in accounting, marketing and Sales expertise in new market developing, Achieve Monthly Targets, Accounting and developing long-term strategies to sustain business goals and grow revenues and profits. Demonstrates leadership skills that drive organizational missions and optimize business operations. Seeking to leverage background and results to take the next career step with a respected organization.

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## WORK EXPERIENCE

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### **Marketing Manager** 09/2020 to Present

OPPO Mobiles Jaipur

- Responsible for developing brand strategies, marketing plans, and product innovations to drive product growth.
- Compilation of In-shop, On-shop & Outdoor requirements in terms of Signages, Flanges, Sun boards, ACP, in coordination with sales and circle brand team.
- Regular Outdoor monitoring of brand visibility in terms of coordination with Outdoor agency for timely mounting of flexes.
- During campaign change, check for Quality installation and weekly monitoring reports.
- Handle Branding across retail points and Area.
- Coordinating with zonal marketing executives for execution of installation, market insight Etc.
- Coordinating with various vendors, for marketing campaign.
- Vendor selection for various branding work.
- Job allocation to vendors and Negotiating with vendors for price, Resolving vendors query.
- Punching Purchase order & making GRN on SAP.
- Coordinating with agencies for developing brand communication collateral.
- Coordinating with product team, sales, finance & HR team for various campaign.
- Coordination with Vendors for Fabrication and installation of Signages and other retail requirements. Timely clearance of Vendor invoices.
- Compile the signage requirement as per sales team with execution
- They should feel comfortable working cross-functionally to execute these strategies and ensure brand consistency.
- Coordinate cross-functionally to ensure consistency in brand related decisions
- Analyze and report on brand performance to determine ROI Monitor market and consumer trends
- Develop pricing and distribution strategies

### **Sales Marketing Manager** 06/2019 to 09/2020

OPPO Mobiles Rajasthan (GT and MT Stores)

- Builds business by identifying and selling prospects, maintaining relationships with clients and Distributors.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance researching and recommending new opportunities, recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information from Team.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops. reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

### **Finance Executive**

06/2017 to 06/2019

OPPO Mobiles Jaipur

- Updating and maintaining records of expenditures
- Sending out payments for company credit cards
- Responding to vendor invoices
- Ensuring that all payments are made in accordance with company policy
- Ensuring that all payments are sent on time
- Resolving payment discrepancies and disputes on behalf of the company

### **Axis Bank Ltd**

#### **Assistant Manager**

#### **Loan Disbursement Officer**

04/2015 to 05/2017

Axis Bank Ltd Jaipur

- Managed new Personal Loan, KCC and Home Loan files and retrieval requests with speed and accuracy.
- Create weekly and monthly reports and presentations.
- Answered phones and performed clerical office functions.
- Appraise /underwrite the loan
- Manage the entire credit application process, right from login to disbursement
- Manage quality of portfolio
- Manage post disbursement documents and partly disbursed cases
- Co-ordinate with legal, technical, FI and Risk Containment Unit agency for processing the file / docket
- Responsible for TAT of delivering sanction letter and disbursement

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## SKILLS

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- Data Trading - 5 years
- Accounting compliance - 4 years
- Polished communication skills - 5 years
- Proficient in SAP - 3 years
- Staff leadership and development - 3 years
- ERP (Enterprise Resource Planning) software - 4 years
- Account reconciliations - 5 years
- Oracle - 2 years
- Strength in financial planning - 4 years Customer relations - 5 years
- Accurate forecasting - 5 years
- MS Office (Excel, Word, PPT)
- Google Slides

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## EDUCATION

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### **Pacific Collage of Management**

Master in Business Administration

Finance & Control Udaipur

04/2012 to 04/2014

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## Achievement

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- Awarded "Employee of the Year in 2019 and 2020"
- Spotlight Award for Market sales growth in August 2021