**SUMAN MEHRA**

9891403639, New Delhi, IN

Suman03mehra@gmail.com

**PROFESSIONAL SYNOPSIS**

* Overall 4 years of working experience.

**ORGANISATIONAL EXPERIENCE**

1. **Assistant Manager( Client Servicing) – Sharpline Media & Services Pvt. Ltd.** ( April 2017 – Present)

**Position Brief :** Sharpline Media is provide media & advertising outdoor and outdoor services, flex printing, in shop- branding, Glow Sign Board, POP Material, Hoarding, Road show etc.

* Provide timely response to client on mail.
* Preparing quotation, p.i
* Preparing Cheque
* Prepare cost estimate sheet
* Preparing Challan.
* Follow ups
* Prepare Presentation for client.
* Maintain Database, Documentation.
* Coordinaton with Marketing Team.
* Doing all back office work.

1. **Sr. Service Specialist – Getoutsite.com** (Nov 2015 – March 2017)

**Position Brief** : Getoutsite.com is fitness discovery platform based out in Delhi NCR.

Organized fitness & sports events in corporate, residential societies and

School.

* Provide timely response to clients via phone, e-mail, or other form of communication.
* Preparing quotation, invoices, cheque.
* Working on Google Drive and managed all sheets of Sales Team & coordination with marketing team.
* Maintain database of Clients.
* Data searching, follow ups, report preparation, documentation.
* Handling admin panel of website (Update Information, photos, Video etc. from admin panel)
* Provide company services & introduction (proposal) through mail to client & & responsible for all online activities.
* Making Presentation for clients.
* Data Search and Shooting mail to new client.
* Data mining, Data validation and verification.
* Knowledge/works in MailChimp.

1. **Office Coordinator (Client Servicing) – Okaya Power Pvt. Ltd.** (14th Nov 2014 to 4th Nov 2015)

**Position Brief:**

* Working in company Trouble Ticket (TT) Software.
* Receive issues of customer, dealers, distributors, internal office etc. via whats app, email, SMS, by call, verbal & reply on same.
* Preparing reports daily, weekly & monthly basis. Update all TT data on FMS sheet & Maintain record
* Basic knowledge of SAP ( Check Distributor outstanding amount for new order)

1. **Internship as a Website Developer at AV Global Infotech** (17th Sep 2013 to 8th April 2014)

**Websites are made by me :** [www.kemfloaquatech.com](http://www.kemfloaquatech.com), [www.masteredu.in](http://www.masteredu.in), [www.webnation.in](http://www.webnation.in), [www.youthmission.org.in](http://www.youthmission.org.in), [www.iomt.in](http://www.iomt.in),[www.satyugfarm.com](http://www.satyugfarm.com), [www.goldstarcricketclub.com](http://www.goldstarcricketclub.com), [www.attitudeinternational.com](http://www.attitudeinternational.com) etc.

**ACADEMICS & CERTIFICATIONS**

* Completed Bachelor of Computer Applications (BCA) from GGSIU 2013 with 70%.
* I have passed 12th C.B.S.E. from Govt. S.K.V , New Delhi 2010 with 61.16%
* I have passed 10th C.B.S.E. from Govt. S.K.V , New Delhi 2008 with 70.33%

**EXTRA CURRICULAR ACTIVITIES**

Completed ‘Project Training for JAVA’ From HCL CDC Pitampura, New Delhi.

**TECHNICAL SKIILS**

Primary skills: C, C++, Java (Core), Dot net (ASP.Net with c#)

Secondary skills: HTML, CSS, Javascript

Database: Oracle 9i, SQL Server 2008

Concepts Known: Software Engineering, DBMS & Operating System

**PERSONAL VITAE**

**Father’s Name** **:** Sh. Kuwar Singh Mehra

**Date of Birth** **:** 3RD August 1992

**Postal Address** **:** H.No.-D744, Pratap Vihar-2

Nangloi, New Delhi - 110086.

**Marital Status** **:** Unmarried

**Hobbies & Interest** **:** Reading & Eating.

**Date**

**Place: Delhi (Suman Mehra)**