Sweety Gupta

Karkend Bazar

Post:- Kusunda

Dist:- Dhanbad

Jharkhand, 828116

**Contact no. -** M: +91-7209716012

**E-Mail Address - sweetydhn@gmail.com**

**Career Objective -**  Professionally assist the organization in achieving their goals, upgrading my

knowledge and enhancing skills.

### *Work Experience*

Worked at **e-data pro Computer Institute** as Front Office Executive- Cum- Accounts Maintenance for 2 Years.

Working at **Shri Salasar Marketing**(C&F Ambuja Cements Ltd) as an Astt. Accountat cum MIS for 5 Years.

***Key roles and responsibilities***

* Preparing Purchase Orders, MIS Reports, All the Dealers Data & other reports related to official work on SAP package
* Collecting data related to marketing potential, sales, competitors activities, collections, marinating dealers & direct customer data.
* Compiling received data as per company’s requirement and reporting to regional office.
* Making coordination with upper level offices & dealers, customers.
* Ensuring achievement of collections, targets, as well as overseeing commercial negotiations.

***Customer Relationship***

Effective management of customer relation operations and ensuring maximum customer satisfaction by providing timely solution to their problems/queries out the commitments made and by achieving delivery and quality norms.

***Professional/Academic Qualification***

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| --- | --- | --- | --- |
| **COURSE/LEVEL** | **YEAR OF PASSING** | **INSTITUTION/ UNIVERSITY** | **MARKS SCORED** |
| B.Com (H) | 2011 | V.B.U., Hazaribagh | 61% |
| XII | 2008 | JAC, Ranchi | 61% |
| X | 2006 | CBSE Board | 50% |

***Computer Proficiency***

* Working Experience of SAP
* Well versed with MS-office.,Tally

***Personal details***

* Date of Birth : 10th July, 1990
* Nationality : Indian
* Languages known : English, Hindi
* Hobbies :Listening Songs.