**Curriculum Vitae**

**NEHA TANDON**

**Delhi/NCR**

**neha.tandon79@yahoo.com**

**8447064654**

**CAREER OBJECTIVE**

**“Intend to build a career in challenging and creative environment through perseverance and contribute my best towards the growth of the organization and maintain acclivity in my career.”**

**COMPUTER SKILLS**

* **Applications: MS Office (2003,2007,2010)/MS Word, Excel**
* **Client: Windows® (9X, ME, 2000 Professional, XP, Vista)**

**EMPLOYMENT HISTORY**

**TOTAL WORK EXPERIENCE -7 YEARS (Dec 2011-Present)**

**Sales Manager**

**Company Name-IMI Precision Engineering (US Based German MNC)**

**Employed-Nov 2014-till present**

**Location-Noida**

**Main Responsibilities-(Main products-Actuator,valves,regulators,fittings)**

**1.Achieve growth and hit sales targets by successfully managing the sales team.**

**2.Design and implement a strategic business plan that expands company’s customer base and ensure its strong presence.**

**3.Own recruiting, objectives setting, coaching and performance monitoring of sales representatives.**

**4.Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs.**

**5.Present sales, revenue and expenses reports and realistic forecasts to the management team.**

**6.Identify emerging markets and market shifts while being fully aware of new products and competition status.  
7. Identifying key decision makers and interact with influencers, qualify leads, negotiate solutions and overview sales strategy. RFQ management & Commercial discussions, Price Negotiations of products with Customer.**

**8.Following up with new business opportunities and setting up meetings, Creating strong business relationships. Visit regularly to prospect customers and generate business from them.  
9.Communicating new product and service developments to prospective clients  
Developing effective and innovative solutions for clients and interacting with the internal team.  
10.Delivering Sales Pitch and company presentations.  
11.Following the established sales process : consistently and regular use of CRM to provide timely and accurate forecasting and reporting of activity to Sales Management.  
12.Writing reports, Providing management with feedback.  
13.Meeting and exceeding assigned sales and business targets.**

**Inside Sales Associate (E-Commerce Company)**

**Company Name-Am brane India Pvt Ltd**

**Employed-Dec 2011-Oct 2014**

**Location-New Delhi**

**Main Responsibilities –**

1. **Essential Duties and Responsibilities Handle the inbound/outbound assigned enquiries daily, establishing new Business.**
2. **Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements**
3. **Follow up on the offers submitted with aggressive approach to sort out the customers Techno-commercial queries& gain the orders.**
4. **Negotiating the terms of an agreement and closing sales.**
5. **Revisit the existing customers in the assigned territory & check with them for new enquiries.**
6. **Maintain order track resolving the highlighted sales issues/open orders by customer service by ensuring payment & other document collection well on time.**
7. **Ensure no outstanding payments or pending deliveries from his/her set of customers.**
8. **Maintain an awareness of current and continual changes in the system or new offers released by the company to the customer.**
9. **Maintain/establish minimum standard of performance as per the targets assigned.**
10. **Develop and make presentation of company’s services to current and potential clients.**
11. **Lead Generation with Rigorous follow-ups, negotiation & closing the deal.**
12. **Listening to customer requirements and presenting appropriately to make a sale.**
13. **Handling and generating queries, to coordinate with domestic as well as overseas.**
14. **Update orders and quotation database, to coordinate timely dispatch of material to the customers.**
15. **Coordinate sales efforts in reaching or exceeding sales targets and goals.**
16. **Develop future sales projections and coordinate efforts to achieve outcomes.**
17. **Assist and support sales personnel in expanding customer base.**
18. **Responsible for maintaining files of sales invoice, Performa invoice and purchase orders. Prepare and follow up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them.**
19. **Acting as a contact between a company and its existing and potential markets.**
20. **Responsible for maintaining records in CRM.**

**ACADEMIC RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Discipline** | **School/College** | **%** | **Session** |
| **PGDBA** | **International Marketing** | **Symbiosis** | **71** | **2013-15** |
| **B-Tech.** | **Electrical and Electronics Engineering** | **I.T.S. Engineering College (Regular)** | **74** | **2008-12** |
| **Class XII** | **Science Stream with Maths** | **St. Paul’s (Regular)** | **69** | **2006-07** |
| **Class X** | **Maths with computer** | **St. Paul’s (Regular)** | **64** | **2004-05** |

**PROJECTS UNDERTAKEN**

* **Project : Energy Audit in a Building**

**Team Size : 3**

**Duration : 4 Months**

**Role : Analyst**

**(Feasibility Study, Requirement Analysis,**

**Taking Readings Through tachometer.)**

* **Description : This project is to develop a level or a program for minimum cost of energy or Electricity used in a building.**

**SIGNIFICANT ACHIVEMENTS**

* **Done Successful 3 weeks IGNITE Training December 2018**
* **Stood First in Table Tennis Championship held in I.T.S. Engineering College.**
* **Stood First in inter college dance competition.**
* **Stood First in Cycle Race held by Rotary Club in 2004**
* **Participated in INTERNATIONAL ASSESSMENTS FOR INDIAN SCHOOL (MATHEMATICS)**

**PERSONAL PROFILE**

* **Name : Neha Tandon**
* **Gender : Female**
* **Permanent Address : Shahjahanpur-242001, U.P**
* **Passport No : K1132036**
* **Pan Number : AHAPT7336D**

**I do hereby declare that all the information stated above is true to the best of my knowledge and belief.**

**Neha Tandon**