



NEHA PANDEY

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📍 Gomti Nagar Vistaar, Lucknow

EDUCATION

- Lucknow University
Bachelor of Commerce
Pursuing
- National Open School Board (NIOS)
Senior Secondary (PCM)
2021
- Government Girls Polytechnic Lucknow
Diploma in Instrumentation and Controls
2017 - 2020
- Modern Academy Inter College
High School
2017

CERTIFICATES

- NIELET
Diploma in Financial Application
Duration - 6 months
- NIELET
CCC

SKILL

- Management Skills
- Microsoft Office suite including Word, Advance Excel and PowerPoint
- Tally ERP 9
- Negotiation
- Analytical Skills
- Communication Skills
- Relationship building
- Technical Skills
- Adaptability

PROFILE

I am a 2 year experienced highly motivated and results-driven professional with a proven track record of building successful relationships with clients and driving revenue growth. With a strong understanding of market trends and customer needs, I am skilled in identifying new business opportunities and developing effective strategies to achieve business objectives.

WORK EXPERIENCE

VinraTech a Unit Of Rbarn Soft LLP Business Development Executive & Human Resource

August 2022 – Present

- Identifying and researching potential clients and markets.
- Analyzing and interpreting market trends and data to inform business decisions.
- Working as an HR - responsible for conducting interviews for various job profiles and physical validation
- Collaborating with other teams, such as marketing and product development, to ensure alignment and coherence across the organization.
- Negotiating and closing deals with potential clients and partners
- Creating and delivering presentations and proposals to potential clients and partners.
- Developing and managing a sales pipeline, from lead generation to deal closure.
- Utilized the platform SLACK to effectively communicate with your team, manage tasks and projects of foreign countries and collaborate with others.

Rotex Global LLC

Inside Sales Executive

Oct 2020 - Nov 2021

- Providing office communication support by telephonic calls, emails, answering questions, forwarding messages, confirming customer orders and keeping customers informed of order status.
- Follow up on quotations given to customers and leads developed by the sales team.
- Keep track of quality, quantity, stock levels, delivery time, transport costs before processing orders.
- Maintaining record of company receipts, invoices, bills and track status of goods through various courier websites.
- Maintaining and storing important documents and records.
- Creating and maintaining a database of current and potential customers.
- Maintaining profit and loss sheet that summarizes the revenues, costs, and expenses incurred during a specific period of time, usually a fiscal year or quarter.
- Maintain trusting relationships with suppliers, customers and colleagues