

# Rasika Gupta

Assistant Manager

**Address** New Delhi, DL, 110044

**Phone** 921 962 6214

**E-mail** rasikachh@gmail.com

Accomplished Assistant Manager with in-depth experience consistently rising through ranks. Well-versed in sales, personnel management, accounting and inventory management. Dedicated to complete knowledge of company products and services for optimized customer service.

## Skills

Negotiation



Excellent

Business Development



Very Good

Staff Management



Very Good

## Work History

**2020-08 - Current**

### Assistant Manager

*Sameer Infrapower Private Limited, New Delhi, Delhi*

- Developed loyal and highly satisfied customer base through proactive management of team customer service strategies.
- Strengthened merchandising and promotional strategies to drive customer engagement and boost sales.
- Assessed job applications and made hiring recommendations to bring in top candidates for key vacancies.
- Conducted weekly staff meetings to motivate staff members, address concerns and questions, plan improvements, and evaluate progress toward goals.

**2016-11 - 2020-07**

### Account Officer

*Camtech Heavy Engineering Company, New Delhi, Delhi*

- Responded to requests for information and resolved issues quickly.
- Delivered engaging and polished presentations to highlight products and draw favorable competitor comparisons.
- Secured high-value accounts through consultative selling, effective customer solutions and promoting compelling business opportunities.
- Liaised between clients and various departments.

- Negotiated prices for products and freights to decrease overall costs by 2-3%.

**2011-02 - 2016-10**

## **Accountant**

*United Group of Companies, Gwalior, Madhya Pradesh*

- Gathered financial information, prepared documents, and closed books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.

**2010-04 - 2010-12**

## **Trainee Accountant**

*Banaras International Limited, New Delhi, Delhi*

- Balanced reports to submit for approval and verification.
- Interacted with clients and obtained cost and budget information to draft and manage accounts.
- Reviewed general ledger entries and assessed accuracy.
- Communicated with suppliers to reconcile invoice payments.

## **Education**

---

### **High School**

*UP Board - Kanpur*

### **Intermediate**

*UP Board - Kanpur*

### **Bachelor of Commerce**

*Kanpur University - Kanpur*

### **MBA: Finance And Marketing**

*IAMR - DelhiNCR*

## **Hobbies**

---

Cooking & Travelling