

CURRICULUM VITAE

POOJA Singh



Profile:

To get a progressive position with growing and professionally managed organization where I can apply my Skills, Qualifications and Experience to the possibility and also willing to do my best in the progress of organization. Best work is the motive, computer proficient and system oriented, Strong Interpersonal skills and result-oriented approach in my work.

ORGANISATIONAL EXPERIENCE

Working with Asha Ram & Sons- Importer (Food & Beverages) From 1st December 2019 to till date as a sales executive "Inside Sales"

Job Responsibilities.

- ❖ Looking proper execution of the job and their related Purchase Order.
- ❖ Handling Clients for various raw materials Quotations, Purchase Orders, Sampling and Payments.
- ❖ Looking Daily Dispatches and Updates to the Customers and E-mail etc.
- ❖ Handle day to day correspondence with Vendors & Clients also.
- ❖ Make new leads from old customer and maintains relationship with them.
- ❖ Good knowledge of NAV software and business canter.
- ❖ Make monthly vs. sales report.
- ❖ Co-ordination with Sales Team, new clients & Customers.
- ❖ Handle dairy industry & pesticides industry and manage day to day orders.
- ❖ Strong comminute with clients.
- ❖ Preparing work-order in ERP
- ❖ Generate the report from ERP software and working on it.
- ❖ Making company's quotation with and negotiates with the clients.
- ❖ Follow-up with customer for orders & payments.
- ❖ Handling export shipment and manage all documents.

- ❖ Manage day to day orders and inquiry.
- ❖ Build customer relationships, increase sales, improve customer service, and increase profitability.
- ❖ Keep customer's contact details up to date, track every interaction with our business, and manage their accounts.

Key Responsibilities.

- ❖ Coordinate with the sales team and internal team for processing of orders.
- ❖ Maintain order status sheet in Excel format of every order.
- ❖ Coordinate with the sales team by managing schedules, filing important documents and communicating relevant information.
- ❖ Updating sales team regarding delivery schedule.
- ❖ Coordinating with other parties against their respective orders.
- ❖ Preparation and updation of MIS reports.
- ❖ Proficient in excel and Word
- ❖ Ability to interact and effectively manage the team.
- ❖ Capable of handling workloads and work pressures.
- ❖ Willing to work competently with multiple teams within the organization.

B. Worked with prachi india pvt ltd (A book publisher) from January 2014 to November 2019 as a sales Coordinator.

Job Responsibilities

- ❖ Handle the processing of all orders with accuracy and timeliness.
- ❖ Ensuring the adequacy of sales-related equipment or material.
- ❖ Responding to complaints from customers and giving after-sales support when requested.
- ❖ Inform clients of unforeseen delays or problems and strong relationships with the customers.
- ❖ Co-ordination with Admin Support Department.
- ❖ Handling Flipkart, Amazon Portal and online books Order .
- ❖ Manage Day By day activity.
- ❖ Co-ordination with Sales Team, Book Distributer, School Teachers & Customers.
- ❖ Handle south area and manage day to day sales .
- ❖ Monitoring status of submitted proposals by communication with the clients
- ❖ Updating database of clients and pipelines
- ❖ Preparing weekly reports

- ❖ Managing digital data: scanning documents, distribution, etc.
- ❖ Prepares and updates reminder system for the team re: submission dates, meetings, appointments, outstanding items for team members.
- ❖ Follows up on issues as requested by sales team members.

Academic Credential

Passed 10th From CBSE Board, Delhi.
Passed 12th From CBSE Board, Delhi
B.A. Passed from Delhi University
M.A Passed from Indira Gandhi university

Professional Qualification

Knowledge
NAV Software, ERP Software
(Internet , MS-Office- MS- Excel).

Personal

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|----------------|---|--|
| Husband Name | : | Rohan Singh |
| Date of Birth | : | 10 ^h December, 1997 |
| Marital Status | : | Married |
| Address | : | Rohini, delhi 110086 Trisha101296@gmail.com Mobile : 8287737522 / 9871358354 |

