

Overall Responsibilities

MARKETING OFFICER- SRMB SRIJAN PVT. LTD.

SACHIN

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Email: sachinrohilla158@gmail.com
Address: VPO: Shyampura
District: Mahendragarh
State: Haryana(123024)

The overall goal of the Debt Collector is to keep track of customer accounts that are overdue and attempt to collect payment and reconcile them. Places outbound collection calls to customers to collect payments owed to the company.

Skills

Presentation Skills, Client Relationships, Negotiation, Meeting Sales Goals, Sales Planning.

Areas of Expertise

- ❖ Customer Service Management
- ❖ Order Processing / Management
- ❖ Customer Satisfaction Enhancement
- ❖ Complaint Handling & Resolution
- ❖ Front-End Supervision
- ❖ Marketing research
- ❖ Ability to work to deadlines
- ❖ Computer skills
- ❖ Being organized

Marketing Officer - SRMB SRIJAN PVT. LTD. 3 Oct 2023 to Till Date

- ❖ Customer Relationship
- ❖ Sales Support.
- ❖ Primary Sales & Secondary Sales
- ❖ Site Follow Up

Job Title: Area Sales Officer – Building Products

Department: Sales

- Responsible for assigned sales targets (monthly, quarterly and annually).
- Proper execution of order and dispatch it on time.
- Follow up for payment.
- Researching the market on a regular basis for related products.
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
- Cold calling to arrange meetings with potential customers to prospect for new business.

- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information.
- Meet customers as per call cycle plan.
- Preparing pre-sales proposals for prospective clients.
- Identifying potential customers and new business opportunities.
- Expand business through appointment of new dealers and handling dealer network in assigned territory.
- Collect market information, analyzing the same and execution of sales strategies.
- Co-ordination with stores for timely dispatches.

Work Experience

COMPUTER OPERATOR – Shree Amba Motors Tafe Tractor Agency.,Rewari-June 21 – Dec 22.

- Making MIS, Sale Report, and Production Report on daily basis.
- Pending Order Tracking, Payment tracking on daily basis.
- Registering the Order Forms for future records.
- Maintaining an efficient work environment.

Education

GRADUATION (BCA) – Himalayan Garhwal University, Uttarakhand – (Aug-2021), 67%.

PARAS SR. SEC. SCHOOL,SATNALI (10+2) – H.B.S.E, Bhiwani – (June-2014), 68.40%.

PARAS HIGH SCHOOL (10TH) – H.B.S.E, Bhiwani – (May-2012), 79%.

- **One year Diploma in Office Automation & Publishing.**
- **One Year Diploma in Accounting in Tally ERP.9.**

Personal Details

- Name : Sachin
- Father's Name : Sh. Ashok Kumar
- Date of Birth : 08.04.1998
- Language known : Hindi & English
- Interest & Hobbies : Listening Music, Cricket watch & Play, movies.
- Nationality : Indian

- Marital Status : Married
- District : Mahendragarh (Hr.)
- Current CTC : 3 Lac P.A
- References : Available on demand.

Date.....

Place.....

Sachin