

RESUME

MEENU DUDEJA
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CAREER OBJECTIVE:

Looking for a challenging atmosphere, which provides ample opportunities to express my knowledge & skills for achieving the goals of Organization.

PROFESSIONAL EXPERIENCE:

Working with **Aryan Technologies & Telecommunications Pvt. Ltd. as Manager** from Oct. 2012 to Till Date).

Aryan is a well-known distribution company associated in to IT related Hardware and Software sales to channel partners in the State of Delhi and Haryana. Like **Dell Laptops & Desktops, HP Printers, CP-Plus** (Security devices), **Microtek & Tally Software**.

Job Description:

Handling back office and operation work responsibility and managing all the sales support related activity of the company.

- Independent handling of backend, Co-ordinating with Principals on various issues related to pricing and claim status. Maintaining claim sheet and keeping record. Raising Debit note and GST invoices to OEM and ND and following up with them for Payments and Claims reimbursement.
- Purchase related all responsibility making target vs achievement sheet of all products. Involved in stock Planning and allocation of material and Purchase from the National Distributors and Direct company. Responsible for processing & execution of Purchase Orders.
- Maintaining claim status of the T3 channel partners. Ensuring a timely release of the pricing and schemes for the channel partners.
- Interacting with Channel partners to meet the sales target and taking order across all the product line and timely collection of payment and my responsibility includes sales turnover, Credit limit of T3 partners, maximum up sell, Profitability of company and promotional activities for business growth.
- Logistic management in order to make dispatches as per schedule.

Worked with **Ablaze Infosys as a Procurement Executive** (From June 2012 to Sept. 2012).

Job Description:

- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Perform buying duties when necessary.

Worked as **Executive – Business Development** in **P.G. Micro Systems Pvt. Ltd.** (Since May 2011 – April 2012)

P.G. Micro Systems is a leading channel partner and Regional Distributors for HP and IBM brand of Desktops, Laptops and Servers. The company has now diversified into its own branding of PC's.

Job Description: -

- Marketing – Channel Sales- All IBM, Acer, Sony, Microtek, Moser Baer & Xerox range of products
 - Independent handling of back end and Marketing in Haryana.
 - Co-ordinating with Principals on various issues related to pricing and stock-availability.
 - Leading a team of sales executives and deploying a particular executive to a particular area.
 - Joint-sales call whenever required

PROFESSIONAL QUALIFICATIONS:

- Basic Knowledge of Computers i.e. Windows 95, 98 XP, MS. Office, **Tally ERP**.

QUALIFICATIONS:

- MBA from Symbiosis Centre for Distance Learning, Pune in 2013.
- GRADUATE from Delhi University in 2008.

KEY SKILLS: Team Worker, Problem solving skill,

PERSONAL DETAILS

Martial status	Married
Language Known	Hindi & English

Date:

Place: **Gurgaon**

MEENU.