

PREETI NEGI

{Assistant Manager Sales & Administration}

GENERAL SUMMARY

An ambitious individual with a strong determination to succeed who also possesses impressive leadership skills and a deep understanding of customer-centric sales & administration

Having a proven track record of working within a target driven environment and consistently and having a consistent track record of being able to identify and present the most effective solutions to meet company goals.



New Delhi, India



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Profile Summary

A dynamic professional with nearly **14 years** of rich experience in Sales, Administration, Customer service. Coordination, Relation Environment, Human Resource.

And I feel that throughout the years I have perfected my communication skills and ways of dealing with day to day operations and task.

I thrive on the challenges that this also bring when dealing with difficult situations.

STRENGTHS

Very energetic & Enthusiastic

Goal oriented
Organized & self
Motivated

Problem solving
Decision- Making
Leadership Skills

Area of Excellence



Sales Management	Compliant Handling & Resolution	Coordination
Sales & Margin Improvement	Operations Management	Support Sales Team
Team Building & Training	Cost Reduction Strategies	Time Management/ Handling Escalations
Supervisory Skills	Talent Acquisition	Claims Management & MIS
Travel Management	HR Administration	Strong Motivational Skills

SKILLS

Research

Communication

Team Player

Adaptability

Team Handling

Quick Learner

Creativity

CAREER TIMELINE

Wilmar Sugars India Pvt Ltd
New Delhi, India



{June 2017 -PRESENT}



Assistant Manager Sales & Administration

- Managing HR administration and Sales Functions in highly dynamic, Handling 170 plus sales team across pan India.
- Effectively liaised between senior management and employees to maintain and improve company-employee relations. Researched, recruited, staffed, on boarded, and trained new company hires and their joining formalities.
- Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.
- Prepared and updated employment records, including Salary, claims, Incentives, compensation packages, benefits, disciplinary behavior, and disputes.
- Supervising and guiding the sales team as well as providing incentives to motivate staff to achieve sales targets.
- Create purchase order requisition and purchase orders in SAP to maintain Service entry sheet and reimbursements.
- Analyzing sales figures and forecasting future sales volumes as per company objectives.
- Managing and motivating staff to increase sales and ensure business efficiency.
- Producing reports on performance, and then measuring these against set indicators.
- Managing time, establish priorities and delegating effectively.
- Experience of setting targets and monitoring performance.
- Monthly / Quarterly / Annual Incentive calculations, & Collating and maintaining data from different sources.

Assisting President & Vice President on day to day basis

- Organizing Internal & External meetings - Planning and coordination of meetings,
- Preparation and distribution of agendas, recording and distributing minutes, whenever required.
- Preparation and circulation of Information, Memos etc. from H.O
- Preparation of presentations as and when required
- Event, conference, seminars registration and further logistic arrangements.
- Providing all kind of secretarial, administrative and project related support to President and Vice president while maintaining confidentiality.
- Responding to invitations and other correspondence on behalf of the CEO.
- Ensuring all documents required for signatures from CEO to be in order and properly routed and coordinated well with all the departments.
- Maintaining and prepare Monthly Sales MIS and reports time to time.
- Coordination with Sales team and other departments as and when needed
- Extracting data from SAP, making reports with the required analysis
- Ensuring coordination between sales team from all other branches
- Tie-up with Corporate Travel portal/ vendor and day to day coordination for travel needs.
- Handling all Travel bookings as per requirement including Hotels,
- Getting Travel Invoices processed for smooth payment process.

MIS

- Preparing MIS and sales Reports as per requirements on regular basis.
- Coordinating with departments for collecting various data and other business information as required from time to time.

Special and ad-hoc Tasks/Events

- Assisting in a few ad-hoc tasks – like coordinating for office events etc. with Admin and HR

Gati Kintetsu Express Pvt Ltd
Delhi & NCR – India



{July 2008-June2017}

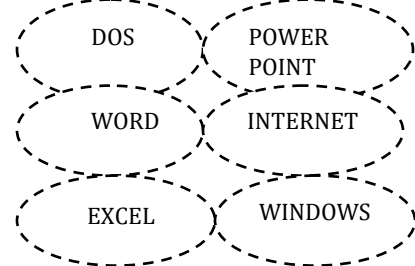
Assistant Manager- Major Accounts & Claims

- Solution- driven, Customer centric Professional with significant experience in handling all aspects of service Functions.
- Identifying the root cause of Problem.
- Fully experienced in developing profitable business relationships, coordination with decision makers with distinction of accomplishing multi fold revenue increase.
- In depth experience & understanding of the Distribution Channel.
- Approachable, supportive and willing to assist others.
- Excellent communication skills and identify key opportunities & efficiencies for greater profitability.
- Providing the necessary coaching, support & guidance to assist new staff.
- Ability to function in a fast-paced environment.
- Knowledge of how a big organization works.
- Developing Customer Service Personnel to their fullest Potential.

Education Qualification

- Graduation (Bachelor of commerce)
- Sr. Secondary from CBSE Board
- Diploma in Software Engineer from NIIT

IT Skills



Personal Vitae

Date of Birth	16/09/1985
Marital status	Married
Languages Known	English & Hindi
Nationality	Indian
Hobbies	Listening to Music, Interacting with People

PREETI NEGI