

CURRICULUM VITAE

MOHINI VERMA

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Objectives: -

To work in a global environment by utilizing my ability, knowledge and logical thinking to the best and to improve and upgrade my skills according to the organizational needs.

Experience:

1. Working with M/s Maharani Innovative Paints Pvt. Ltd., Faridabad from May 2019 to till date.
2. Worked with M/s Maharani Innovative Paints Pvt. Ltd., Faridabad from Feb 2011 to Feb 2016.
3. Worked with M/s Vardhman Sales Agency from June 2009 to Feb 2011.
4. Worked with M/s Elofic Industries Limited, Faridabad from Oct 2006 to April-2008.

Key Deliverables / Achievements:

1. Sales & Collection - Monitor the achievement on daily basis. Objective is 100% achievement as per plan
2. Coordinating between Sales & Marketing, Product Development service department for smooth working and sales process.
3. Coordinate with Technical Officers to ensure smooth customer trial and product application on customer line
4. Preparing and tracking MIS report of sales team performance for all zone on a daily, weekly and monthly basis and sharing the final analysis report to higher management
5. Follow up Performa Invoice/Quotation/Offers/Payments from existing and new dealers/customers.
6. Making and submitting the credit note / debit note to dealers / customers.
7. New development and QPCR handling.
8. Preparing all types of presentation (S & M Dept.) for the Top Management.
9. Handling the customer complaint between plant and Sales Team.
10. Generate all the queries by the customer by telephonically or by mail also.

Computer Skills: -

Software :ERP 8.0 (SD Module) (2 year worked in ERP Software, SAP R/3 4.7 Enterprise (SD Module) (8 month worked in SAP System), Finsys (SD Module) (Still working)

MS Excel- Vlookup, H Loopkup, Pivot Table, Macros, conditional formatting, slicer, dashboard, basic Formulas, Google Sheet, Google Form

Academic Qualification: -

Year	Degree / Diploma Completed	College / University
2021	Pursuing BA	Subharti University, Meerut
2009	Intermediate	Haryana Open School, Faridabad
2006	3Yrs. Diploma in Computer Science Application	Govt. Polytechnic for Women, Faridabad
2003	Matriculation	RV Public School, Faridabad

Strength and Skills:

- Meet deadlines on time.
- Responsibility & Reliability
- Ability to work in group.
- Hardworking and Honest.

Personal Details:

Father Name C.B. Verma
Date of Birth January 21, 1988
Marital Status Married
Languages known English, Hindi
Address House No. 1524, Jawahar Colony, NIT Faridabad, HR-121005

(MOHINI VERMA)