

SHOBHNA BISWAS VAID

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MANAGEMENT ASPIRANT - MARKETING

Seeking challenging assignments for a career encompassing personal & professional advancement, Effective communicator, negotiator, proactive planner & team player with strong analytical, problem solving and organizational abilities.

- Qualified Professional with Graduation from Delhi University, with the latest trends and techniques of the field, having an inborn quantitative aptitude & determined to carve a successful and satisfying career.
 - Armed with a clear understanding of the market dynamics, with a finger on the pulse of the latest trends and the ability and tact to devise innovative marketing strategies & solutions along with identifying novel areas for growth and accelerating sales volume.
 - Conceptually strong with a pioneering and logical approach to the work with an eye for detail.
 - Focused & goal driven with a strong work ethic, continuously striving for improvement coupled with excellent Administrative aptitude with an eye for detail & commitment to offer quality work.
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PROFESSIONAL EXPERIENCE

Tecoy India Pvt Ltd

Feb 21 to Jan-2022

Sales Coordinator (Sales Administration)

- Handling HP/Dell/Lenovo Care packs for all products to make orders.
- Worked in Handling for Registration for Care packs.
- Maintaining target tracker for doing Sales Analysis.
- Coordination with sales team for prices and other product related queries.
- Prepared Order Acceptance, Preparing Purchase Order, Pricing and maintaining files of sales invoice
- Maintained sales reports and preparing weekly/ monthly/ quarterly reports.
- Ensure timely delivery of products to customers
- Communicated with the purchase department regarding payment of outstanding bill
- To check / maintain each and every product of availability
- Coordinate with the sales department for the implementation and supervision of the marketing plans and procedures
- Developing & supporting a cross functional culture of continuous quality of service.

ITEK LOGICS PVT LTD

Aug 19 to Dec-2020

Sales Coordinator (Sales Administration)

- Handling Dell, Lenovo, HP Servers
- Handling Synology Nas.
- Handling Care packs /AMC for Servers, Storages, Laptops, desktop and Printers.
- Coordination with sales team for prices and other product related quires.
- Prepared Order Acceptance, Preparing Purchase Order, Pricing and maintaining files of sales invoice
- Maintained sales reports and preparing weekly/ monthly/ quarterly reports.
- Ensure timely delivery of products to customers
- Communicated with the purchase department regarding payment of outstanding bill
- To check / maintain each and every product of availability

BEST HAWK INFOSYSTEM PVT. LTD.

June 17 to Aug 19

Sales Coordinator (Sales Administration)

- Handling HP Care packs for all HP products.
- Handling for Registration for Care packs.
- Coordination with sales team for prices and other product related quires.
- Prepared Order Acceptance, Preparing Purchase Order, Pricing and maintaining files of sales invoice
- Maintained sales reports and preparing weekly/ monthly/ quarterly reports.
- Ensure timely delivery of products to customers
- Communicated with the purchase department regarding payment of outstanding bill
- To check / maintain each and every product of availability
- Follow-up for payments.

MODI INFOSOL PVT. LTD.

Feb 2013 to Apr 17

Sales Support (Sales Administration)

- Handling HP Care packs for all HP products.
- Maintaining target tracker for doing Sales Analysis.
- Reporting of DSR and funnels to senior
- Ensure timely delivery of products to customers
- Follow-up for payments.
- Maintained MIS and preparing weekly/ monthly/ quarterly reports.
- Ensure timely delivery of products to customers
- Communicated with the purchase department regarding payment of outstanding bill
- To check / maintain each and every product of availability
- Taking care of escalations of concern departments & provide appropriate solution.

ACADEMIA

BACHELOR'S OF ARTS 2009 - 2011

University of Delhi

10 + 2 from C.B.S.E Board 2007 – 2009

ACHIEVEMENTS & RECOGNITIONS:

- Participated in inter-school and club level competitions
 - Actively Participated in many cultural activities and Events in school level & also organized many events at school & college level
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SKILLS

- Adaptable, can relate to people with different personalities
 - Extremely comfortable in working with teams
 - Ability to deliver Presentations effectively
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COMPUTER LETERCY

Operating System: MS-DOS, Windows-98, XP, 2000, Vista, Windows 7

Microsoft Office: MS-Word, MS-Excel, MS-PowerPoint MS outlook

PERSONAL DETAILS

- Father's Name: Late Dilip Kumar Biswas
 - Address: B-1568, Second Floor , Shastri Nagar , Delhi-110052
 - Date of Birth – 08 July 1988
 - Marital status: Married
 - Nationality: Indian
 - Religion: Hindu
 - Language known: Hindi, English, Bengali
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DECLARATION:

- Information given above is true to the best of my knowledge & I shall be answerable to any further queries.

Date:

Place:

SHOBHNA BISWAS VAID