

Resume



YADAV KAVITA RANI

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CARRIER OBJECTIVE

To Work with an Organization with dedication, Efficiency and determination to excel which can improve productivity of the organization as well as boost my talent. I believe that with dedication and teamwork everything can be achieved easily in given time framework. I assure commitment and dedication which is required.

EDUCATION QUALIFICATION

- 10th Passed from G.S.E.B Board, Gujrat (2008)
- DIPIETE(Polytechnic) in **Computer Science and Engineering** from IETE Delhi (Dec-2009- Dec-2012)
- AMIETE (B. Tech) In **Computer Science and Engineering** from IETE Delhi (June -2013 to June-2016)

PROFESSIONAL QUALIFICATION

- 2010: 6 Months Diploma in Computer Application Basic Course Like - Microsoft Word and Microsoft Excel, Microsoft Power- Point
- Ability to Speak Write and Translation of Gujarati to Hindi or English and Hindi English to Gujarati
- 1-year course in typing and typing speed more than 40 w/m.

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WORKING EXPERIENCE

Amazin Automation Solutions India Pvt Ltd.(Current)

Assistant Manager: Sales & Marketing Co-Ordination and Key Accounts Management
(Sep 2017 to Present) including 6-month in Malaysia (Kuala Lumpur)

Core Responsibility Area

- Direct Reporting on daily, weekly, monthly basis to Management (MD and Directors)
- Handling a high volume of Client RFQ/ RFP enquiries whilst providing a high quality of service to each enquiries
- Development of proposals, bids, quotations, BOQ and other documents describing organizational products and services in response to requests from prospective clients.
- Collaborates with members of the sales, marketing, finance, legal, or product teams to ensure content is complete, accurate, and timely.
- Recommends enhancements to the organization's products or services based on inquiries from prospects
- Provides input to strategic decisions that affect the functional area of responsibility. give input into developing the budget.
- Resolving escalated issues arising from operations and requiring coordination with other departments.
- Delivery of compliant, professionally produced proposals within customer defined timeframes
- Coordinate and review/edit proposal input from a variety of stakeholders, typically involving contributions from sales, marketing, product teams, finance, commercial, legal and delivery
- Communicate and influence at a senior level

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- Coaching sales marketing and Operations teams
- Document template management in line with company branding
- Strong time management / Team Management
- Handling NPS (Net Promotion Score) Activity (Rating for products and Services)
- Creating News Letters of existing products and new launch and sending
- Strategy Planning for Business Growth
- Team Handling Sales and Marketing executives
- Handling Client Accounts as account management in terms of SPOC
- Handling RFQ Commercial and Closure (Need to prepare the Techno Commercial Offer and Respond to the various New Clients and Existing Clients)
- Proposals Commercial and Technical Documentations Creation (For RFID Based Plant Logistic Management System Hardware and Software , SAP Integration, Bag/Product Counters, Centralized MRP Printing Solutions, Belt Interlock System and Low Ink Level Sensor, Weighbridges Automation, MRP/Batch Printing Machines (DOD Printers, CIJ Printers TTO Printers and TIJ Printers), Spare Parts of Machine, AMC Services, Cost Per Bag Printing, GPSTracking and Devices, Consumables (INK & Solvent) for Cement Industry, FMCG Industry, Beauty& Cosmetic Industry, Beverages Industry Logistic Industry etc. till the closure.
- After Sales and Presales Complete Coordination
- Operation and Sales Co-ordination Management
- Reporting on daily, weekly, monthly basis to Management
- Taking care of Marketing Strategies
- Handling Existing Client Issues Tickets and Resolve on given TAT
- Close Co-Ordination with HOD's in Packing Plant
- Close Co-ordination with Development Team
- Creation of Issue Log Tickets for Plant and Issues

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- Online Branding: Taking care of Online Products management
- Handling Online Panels (Amazon, Snap deal, Flipkart Paytm)
- Handling Logistic team and dispatch by team (Consumables) and Client Co-ordination
- Handling NPS (Net Promotion Score) Activity (Rating for products and Services)
- Handling Sales Cycle till closing (Purchase order Receiving), Creating sales mailers, brochure etc.
- Handling Trade India and India Mart Online account for product sales
- Handling Brand Awareness in Social Media (Facebook, LinkedIn Twitter etc)
- Creating News Letters of existing products and new launch and sending the same to existing Clients and New Client as well
- Support Sales and Marketing Team

E*TRADE Marketing Pvt Ltd (Value One Retail Pvt Ltd) (Sept -2016 to Sept 2017)

Assistant Manager (Business Operations and Sales Co-Ordination)

E*TRADE Marketing is Ecommerce based child company of Value One Retail Pvt Ltd.

Roles and Responsibility.

- Handling All Company's Online panel (Amazon, Snap deal, Flipcart, Shop clues, Paytm, Overcart,etc.
- Just Buy live, TOGOFOGO, and NDTV Gadgets etc.) SPOC.
- Taking care of Laptop and Mobile Category.
- Dealing with Brands (HP Lenovo Karbonn Panasonic HTC etc.).
- Making MTD, Brand Sales report on daily basis and reporting to Director and MD of the company.
- Taking care for all portal product listing, Close coordination with all online portal for better business growth, making strategy for online sale and making quick

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- decision in terms of competitive pricing,
- making shipment plans as per online portals requirements.

 - Handling All issues like payment RTO RMA RTV for all portal VOI models.
 - Taking care of Company all drop shipments.
 - Handling ECOM team.
 - Taking care of team activity in terms of operations smooth flow, Documentation on {invoices,
➤ stock journal STN File done on time by team}.
 - Plan complete shipment and out sourcing as per panel requirements.
 - Making Deals for Amazon flipcart, and all online panels
 - Handling All monthly meetings of all panel category wise.
 - Close co- ordination with all panel assign key accounts managers.
 - Resolving all team issues in terms of panel pending critical issues Ticket (payment issues, RTO issues, Other online panel related issues).
 - Taking care of all shipment schedule on time.
 - Co+ ordination with FC team during the shipment. Handling Pricing like be competitive in pricing all panel, providing TP to keys accounts manager in panel., Coordination with Sales team regarding target, Handling the All brand related issues.
 - Taking care of all new initiative to start the new business growth for the company
 - Claim settlement with the brands (HP) for all online promotion and support.
 - Team Handling, Operation Management, Documentation ETC.

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Nestaway Technologies Pvt Ltd. (Sept 2015 to Sept 2016) as
Sr. Associate Business Operations

- Handling keys Management (Key Vendors)
- Handling Vendor Management (Key vendor, Electronics Vendor)
- Handling Sourcing department
- Handling Operations Management, Team Management.
- Making Housing Report and sending to Co-founder's regular basis.
- Taking care of Owner agreement handover along with keys and documents from sales team side (maintain date wise record)
- Handling complete Mandatory documentation of agreement signed with company.
- Taking follow-up with respective ZM (Zonal Manager) if any document is pending.
- Taking care of operation team activity on daily basis.
- Sending Welcome Mail to tenants and owner s
- Updating Owner agreement and tenant agreement on google drive and ERP along with police verification
- Taking care of assign tickets (Complaint Tenants and Owners) and close them on given TAT.
- Taking Care of All records of Owner and Tenant Agreements, Electricity Bills details, Airtel DTH, WIFI Details.
- Raising Ticket from Red mine for vendor payment
- Handling Wi-Fi Billing cycle (more than 250 connections sending invoice by mail)
- Handling all tenant Issues which is coming throw mail and tickets

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- Handling Vendor Management

HOBBIES AND INTERESTS

- Computing
- Net Surfing
- Singing
- Playing Chess

ADDITIONAL DETAILS

- Date of Birth: 26-march-1990
- Nationality: Indian
- Father's Name: Mr. Dilip Singh
- Mothers Name: Mrs. Santosh Devi
- Languages Known: Hindi, English, Gujarati

Declaration

I hereby declare that all the information furnished above is true to the best of my Knowledge.

Date:

Place:

(Kavita Yadav)