

CURRICULUM VITAE

NAMITA KHURANA
81/1, Chander Nagar Alambagh,
Lucknow,
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Objective: To explore my ability to serve in Sales/Marketing

CAREER HISTORY

Working as a Sales Manager with Rohit Group at Lucknow from 15th Dec'2023 to till date in Sales & Marketing

- Handling & developing direct sales team and channel partners
- Manage, train, and develop channel team to effectively increase sales
- Pre & After sales follow-up for building & maintaining trust worthy relationship with customers
- Handling CRM/ website contents

Worked with Chinmay Developers of Lucknow from June 2021 to 15th December 2023 as Sales Manager

- Handling & developing direct sales team and channel partners
- Manage, train, and develop channel team to effectively increase sales
- Pre & After sales follow-up for building & maintaining trust worthy relationship with customers

Worked in Real Estate (Associates of renowned builders like Omaxe, Chandra Panorama, Eldeco) Lucknow as Operations & Manager Sales from Jan 2017 till to 30th May'2021.

- Team handling.
- Handled Assured Return Projects (Commercial) like Omaxe and other builders of Lucknow.
- Try to achieve sales targets.
- Coordination with the developers & customers for the timely payment of the installment to the developer
- Developing Relation & liaison with Major Builders, housing finance banks, Institutions.
- Assisting & Handling all the team members for all queries regarding new sales and after sales services.
- Developing channel network & market.
- Plan site visits for the customers and mapped them to the sales team

- Maintaining the inventory stock of all Developers and up-dation of the same for facilitating the Sales Team
- Responsible for coordination with the different Developers for the inventory, day to day work

ADMINISTRATION DEPTT- MAY 2006 TO
Dec-2017 Employers name - **PROFESS HEALTH PRODUCTS PVT.LTD**

JOB PROFILE –

- Direct interaction with field force for DSR, Payment collection, Stocks availability
- Consolidation of reports and presenting to management
- Correspondence with Dealers/ Stockist
- HR related activities including issuing appointment /transfer/termination letters
- Other Administrative work related to the company.
- Preparing final settlements of field force.
- Timetotime update the company's policy and manual products under the guidance of the Director – Operations.
- Preparing the agenda for the meeting of the Board of Directors.
- Preparing Meeting schedule and other require arrangements
- Handling emailing
- Preparing Monthly reports of RBM/ BDM's.
- Handle cash transaction of local parties

Professional Skills

- Well versed with computers
- Calmand composed under pressure and able to work to tight deadlines
- Ability to work in team and take initiatives
- Adherence to organizational policies and procedures
- Ability to coordinate all HR and Admin related activities

PROFESSIONAL QUALIFICATION

- **Diploma in *Stenography & Secretarial Practice* (Hon's) from Govt. Girls Polytechnic Bareilly (Secured 4th Position in U.P.) Have good speed in typing.**
- **P.G. Diploma in Computer Applications. Well versed with MS – OFFICE.**

EDUCATIONAL QUALIFICATION: Passed B.Com. From Lucknow University

PERSONAL DETAILS:

PERMANENT ADDRESS	: 81/1 Chander Nagar, Alambagh, Lucknow
MARITAL STATUS	: Married
LANGUAGES KNOWN	: English, Hindi.

Date :

Place:

NAMITA KHURANA