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Gurugram, Haryana 122002

Skills

- Windows
- MS Office
- Word
- Excel
- Power Point Presentation
- Order Processing
- Data Entry

Education And Training

01/2014

B.A (Hons.):

History

M.U Bodhgaya

01/2009

Higher Secondary School:

BSEB

01/2007

Matriculation:

BSEB

Languages

English: First Language

SHRISTI SINHA

Summary

To become a part of an organization where I get to stimulate my knowledge and hone my skills and where I can align my personal goals with the organization's goal for an overall growth.

Experience

Rosenberger Interconnect India Private Limited – Assistant Manager

(Customer Support) - Gurgaon

08/2024 – Current

- Order Processing, stock and sellout analysis, inventory management.
- Coordination with warehouse, logistics and finance.
- Managing CRM portal. MIS report weekly/ monthly.
- Developed and implemented customer service policies, procedures and standards.
- Provided technical assistance to customers in resolving product-related issues.

Toyota Material Handling India - AR Executive

01/2020 - 08/2024

- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Booking order (PO), submitting PI to customer- to customer through mail or on customer's portal
- Coordinate sales team by managing schedules, filing important documents, and communicating relevant information

Toyota Material Handling India Pvt Ltd - Sales Coordinator

01/2020 - 08/2024

- Coordinate sales team to convert prospects lead into order
- Follow ups with prospects/clients, prepare & monitor the data of leads
- Handling online portals like India Mart & Company website to generate leads
- Interact with customers to understand their requirement
- Ensure the adequacy of sales-related equipment or material
- Monitor the team's progress, identify short comings, and propose improvements

Gc Web Ventures Private Limited - Senior Executive

10/2019 - 01/2020

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking, and social media
- Set up meetings with potential clients and listen to their wishes and concerns

- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Gather feedback from customers or prospects and share with internal teams

FRANKFINN Air Hostess Training Institute - Senior Counselor

06/2018 - 08/2019

- Execute prompt inquires' follow-up, lead through phone and in writing
- Prepare and present presentations to students as well as family members
- Report everything to center head
- Develop and maintain relations with student's referral sources
- Ensure on time settlements to attain monthly plus annual goals
- Provide information pertinent to community plus surrounding area

AXIS Securities - Operation Business Executive

09/2017 - 04/2018

- Communicating with upper management to develop strategic operations goals
- Developing strategic long-range plans to achieve strategic objectives
- Monitoring operational performance of both internal and external service providers
- Monitoring facility condition and environmental performance and recommending or approving funding levels and spending plans
- Providing a workplace setting that is conducive to productive work
- Monitoring occupant satisfaction and monitoring performance metrics
- Receiving and responding to approvals and notifications

Languages

- English
- Hindi

Disclaimer

I hereby declare that all the information given above is true to the best of my knowledge & belief.

Personal Information

- Hobbies: Writing, Learning of new skills, Volunteering & Surfing on Internet
- Date of Birth: 17/12/1996
- Nationality: Indian