**RESUME**

**GEETA RAWAT**

**Address: C-173, Sector-122, Noida-201301**

**Mobile: 9871857115**

**E-mail ID: geeta.s2006@gmail.com**

**OBJECTIVE:**

## Seeking a position of responsibility, where my professional and educational qualification would be utilized in a growth-oriented environment.

**Career Path so far:**

**April 2004 to July 2019**

* **PRAKASH LABELS PVT. LTD. (Delhi Branch Office)** as **Assistant Manager**

Act as **Operations & Back-Office management.**

**August 2019 to till now…..**

* **Shri Ganpati Label Solutions, Ghaziabad as Admin Manager**

Act as **Office Incharge and sales support.**

**Responsibilities:**

* Handled Clients queries & Prepare sales reports.
* Keeping track record of customer’s order & record.
* Drafting Quotation & other related documents.
* Generating Order, Invoice & purchase Orders in ERP.
* Coordinating between the clients & the production part of the company form the production to the dispatching.
* Responsible for the lead generation for our sales associates team with the prospective customers.
* Pitch business proposal and do the follow-up exercises to fix-up business meeting.
* Maintain accurate records of the sales and prospective activities including sales calls, closed calls and follow-up activities.
* Answered telephone and replied to questions in accordance with general instructions.
* All administrative help to the new joined like arranging for visiting cards, identity cards, and electronic mail account, bank account opening formalities, etc.
* Agreements and Business Proposal for new/prospective/confirmed Franchisee enquiries
* Stationary management for the team.
* Maintaining monthly office expenditure records in Excel Sheets and petty cash Expenses.
* Maintaining all confidential Office documents including employee details.
* Updated details of sales meetings, log-ins & closure accounts in CRM (online software).
* Preparation of Sales Invoices & Monthly Sales Report- Customer wise and State wise.
* **Customer Support**- Taking orders, Handling their complaint & queries, Maintaining Sales Register,
* Issuing Store Intimation, Taking care of dispatches
* Responsible for the lead generation for our sales associate’s team with the prospective customers.

**ACADEMIC CREDENTIALS**

* **Graduate in B.A** from UP University.
* **HSC** C.B.S.E, Delhi.
* **SSC** C.B.S.E, Delhi.

**ADDITIONAL QUALIFICATIONS:**

Basic Computer Certified (**MS-Office** – MS-Word, MS-Excel and MS-PowerPoint etc).

**ERP**: BNG (Revive) & Packages: **Tally ERP.**

**Personal Details:**

Date of Birth :  24th Oct 1978

Nationality :  Indian

Marital Status : Married

Languages Known : Hindi, English

HOBBIES : Cooking, & traveling

**REFERNCE:**

Will be provided if required.

**DECLARATION:**

I hereby declare that above mentioned details are correct and complete to the best of my knowledge.

**DATE:**

**PLACE: Delhi GEETA RAWAT**