**NIKHIL KUMAR JAIN**

 **Mob. No.: +91-8826636620**

 **Email Id: jaiin.nikhil@gmail.com**

 **Career Objective**

 To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills & experience also the opportunity to learn more in professional atmosphere. To use my experience and skills for the development of organization and myself and also to establish myself as the best worker in growth and Prosperity.

 **Work Experience with Remax (Team lead) from January 2019 to till date**

* Responsible for assigned sales targets (monthly, quarterly and annually).
* Goals set for centres month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
* In-depth knowledge of marketing strategies and consumer trends
* motivate employees to reach individual sales goals and encourage the team mates to work better, rather than harder.
* Analyze sales statistics & activity metrics.
* Develop plans to drive new business development through direct sales, cold calling, Marketing visits.
* Conduct performance reviews.
* Track customer preferences to determine where the focus of sales efforts.

 **Work Experience with OLX (Senior Executive) from Nov 2016 to Dec 2018**

* Handle customer complaints regarding sales & service.
* To improve the productivity and to handle the task in effective and efficient manner.
* Listening to customer requirements and presenting appropriately to make sales
* Maintaining and developing relationships with existing customers in person via calls and mails
* Cold calling to arrange meetings with potential customers to prospect for new business
* Negotiating the terms of agreement and closing sales.
* Negotiating on price, costs, delivery and specifications with buyers and manager
* Attending team meetings and sharing best practices with them
* Reviewing your own sales performance, aiming to meet or exceed targets
* Making accurate, rapid cost calculations and providing customers with quotations
* Send SOD and EOD reports to management on daily basis.

 **Work Experience as a (Executive) with Bank of America from Dec 2013 to Oct 2016**

* To ensure all enquiries and complaints (telephone, mail) from customers and Point of Sales counters are attended in a professional, efficient and responsive manner & in accordance to company's Policy & Procedures.
* Ability to understand/comprehend the customer's requirements and respond tactically.
* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Maintains customer records by updating account information.
* Handling customer's complaints
* End to End settlement of various clients.
* Recommends potential products or services by analysing customer needs.

**Academic Record:**

|  |  |  |
| --- | --- | --- |
| Year | Degree | Percentage |
| 2013 | M.B.A | 72% |
| 2011 | B.Com | 62% |
| 2008 | 12th | 62% |
| 2006 | 10th | 68% |

 **Key Deliverable**:

* **Sales** – Taking care of the sales with focus on achieving predefined sales target and growth.
* **Marketing** – Analyzing latest market trends and tracking competitor’s activities and providing valuable inputs for fine tuning sales and marketing strategies
* **Business development** – Executing the long-term business directions of the region to ensure maximum profitability.
* **Operation** – Managing activities pertaining to negotiation or finalization of deals for smooth execution of sales.

 **Personal Details:**

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| --- | --- |
|  Fathers Name | Mr Ravindra Kumar Jain |
|  Address | H - No. 202, F-Block, Rajendra park, Gurgaon, 122001 |
|  Date of Birth | 01-01-1990 |
|  Marital status | Married |
|  Languages Known | English, Hindi |

 **Declaration:**

* I hereby declare that the Information furnished above is true and best of my knowledge.

 Place: New Delhi **Nikhil Jain**

 Date: Signature