

MOHAMMAD JAVED CHAUDHARY

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About Me:

Optimization-driven Strong organizational, multi-task and problem-solving abilities, demonstrating sound judgment in establishing priorities and making decisions. Well-developed communication skills, interact effectively with people on all levels.

People management skills in dealing with various vendors, stakeholders & clients to provide business growth solutions within a commercially-driven environment

Around 8 years of excellence: Invoicing | Order Processing | Operation & Sales Support | Branch Coordination | SAP (SD, MM Module) | Application / Client support | Coordination

■ PROFILE SUMMARY

- **Result-oriented professional** with experience in driving revenue growth, building credibility and enforcing compliance to industry regulations.
- **Strong networker** with excellent contacts in the business community; maintain relations with customers and mentor cross-functional teams to establish loyalty and repeat business.
- Adept in suggesting the most viable product range and cultivating relations with clients for securing repeat business

■ CAREER RECORD

Sales/Branch Coordinator ▶ Times Pro -Times Group (off role) Mar '19 – Till now

Key Deliverables:

Branch Co-ordination and Invoice Processing: Handling entire branch/office support, Invoice processing for Times Pro MBA guest faculty, act as single point of contact for all branch PC for Advance and expanse processing, also creating semester wise PR/PO for guest faculty and helping faculty/internal employees to get payment release on time,

Reports & Analysis: Collecting daily sales data from all times pro learning centres and making daily sales report, also making weekly ACP (authorise channel Partner) and study abroad report.

Office Support: Managing sales calls and calendar block for meeting and conference calls

■ PREVIOUS ENGAGEMENTS

Sr. Executive ▶ Micromax Informatics Ltd Jan '14 – Mar '19

Key Deliverables:

- Managed all sales coordination operations and sales order processing through SAP
- Followed up with National Distributor and ASM B2B orders for Pending orders
- Ensured quality of practice meets contractual SLAs and organizational policy and procedures
- Performed Order Validation and order processing for B2B orders
- Coordinated with Sales team for PO and required documents
- Provided weekly financial and management reports to Managers
- Ensured customer promise times are met within set timescales and to agreed standards

Sales Coordinator ▶ Samsung India Electronics (off role) Nov '12 – Jan '14

Key Deliverables:

- Managed all sales coordination operations and sales order processing through SAP
- Followed up with National Distributor and ASM B2B orders for Pending orders
- Ensured quality of practice meets contractual SLAs and organizational policy and procedures
- Performed Order Validation and order processing for B2B orders
- Coordinated with Sales team for PO and required documents
- Provided weekly financial and management reports to Managers
- Ensured customer promise times are met within set timescales and to agreed standards

Product Specialist ▶ Flipkart India Pvt Ltd

Jan '12 – Nov '12

Key Deliverables:

- Coordinated with Phone sales and Customer support team for Bulk orders and Customer query's
- Handled social media Customer Queries related with books, games and media
- Coordinated with Book Publisher and BDEs for Books Related Issue's
- Prepared daily DND reports Assigned source wise
- Coordinating with Flipkart customer care team to resolve the customer queries and with Merchandising and Data Team
- Monitored and handled over SLA order

Remote Trainer/ Project Coordinator ▶ Denave India Pvt. Ltd

Feb '10 – May '11

Key Deliverables:

- Handled the Team of 50 Fujji and 30 Microsoft ISD in Delhi NCR and U.P region
- Coordinated with Recruitment team for ISD hiring and with Client for ISD sales target
- Tracked sales and attendance data; Maintained DAT (Daily Attendance Tracker)
- Coordinated with Client and internal team for new ISD Joining and induction and for ISD product stock related issues

■ EDUCATIONAL BRIEF**Bachelor of Arts, Eastern Institute for Integrated Learning In Management University**

2013

▶ Sikkim, India

■ PERSONAL SNIPPETS**Date of Birth:** 10th Nov 1982 | **Linguistic Abilities:** English, Hindi