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New Delhi

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***Meenakshi Bhatt***

**7042664191**

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**Professional Experience:**

- 1) October 2015 to Present  
Co. Name: **Iconic Traders Pvt. Ltd.**  
Profile: Self Business
- 2) Jan 2011 to 2013  
Co. Name: **HCL Info System Pvt. Ltd.**  
Profile: Online Marketing
- 3) March 2010 to December 2010  
Co. Name: **Mrl Group Pvt. Ltd**  
Profile: Team Leader
- 4) December 2007 to September 2009  
Co. Name: **Bharti Airtel Service Pvt. Ltd.**  
Profile: Sales/marketing
- 5) January 2007 to November 2007  
Co. Name: **Reliance Web World NIT**  
Profile: Sales Executive

**Job Profile:**

Responsibilities at Iconic Traders Pvt Ltd. Include:

- Procurement (Product Selection)
- Vendor Management
- Payment to Vendor (Courier Partner)
- Selling Products in Ecommerce Websites (Flipkart ,Amazon ,Snapdeal)
- Customer feedback (review after delivery)

Responsibilities at HCL Info System Pvt. Ltd. Include:

- Handling Online Marketing.
- Managing Online Orders and forwarded to logistics team for processing.
- Handling after sales services.
- Coordination with BPO regarding sales.
- Handling online customer support.
- Making daily MIS.
- Handling website changes.

Responsibilities at MRL Group Pvt Ltd. Include: -

- Making daily MIS
- Handling existing customer query.

- Worked with Team and achieved targets.
- Coordination with Field Executives.

Responsibilities at Bharti Airtel Include: -

- Achieving monthly targets and preparing sales reports.
- Resolving customer issues and disputes.
- Branding and Merchandising of Airtel in the store.
- Informing management about new Market Trends.

Responsibilities at Reliance Web World include: -

- Handling Sales and Customer Care
- Coordination with Telecallers and Reliance Customer Care.

### **Achievements:**

- Successfully completed training on Interpersonal Skills.
- Successfully completed training on Customer Handling and Sales Enhancement. .
- Played in school Volleyball team.
- Google AdWords Certification

### **Educational and Professional Qualification:**

- Done Retail Management from Symbiosis, Pune.
- Bachelor of Commerce from Delhi University, 2007
- Diploma in Digital Marketing from Digital Technology Institute

### **IT Competency:**

- Diploma in Computer from F-Tec, Noida.
- Proficient in HTML, DHTML, C++
- Proficient in Java Scripts, Java Core.
- Expertise Level at MS-Office with Internet and Email.
- Proficient in SEO Online, Offline, Email Marketing, Google AdWords ,SMO,SMM

### **Personal Details:**

Father's Name	:	Mr. Man Mohan Bhatt
Date of Birth	:	September 21, 1986
Sex	:	Female
Nationality	:	Indian
Interests	:	Interacting with people and Soft Music
Language Known	:	English, Hindi
Marital Status	:	Married

Date:  
Place: Delhi

**(MEENAKSHI BHATT)**