

VIKAS SINGH CHOUDHARY

DOB:- 20 FEB 1991

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CAREER OBJECTIVE:

Passionate to learn new technologies and to excel innovative technology application. Seeking a challenging position which will enable me to continuously learn, create, innovate and simultaneously contribute to the short and long term goals of the organization effectively using technological & managerial skills in your company.

EDUCATION QUALIFICATIONS:

Qualification	University	Year
B.com	GS College, RDVV University, Jabalpur (M.P)	2012
HSC	Madhya Pradesh Board, Jabalpur (M.P)	2009
SSC	Madhya Pradesh Board, Jabalpur (M.P)	2007
DCA	College Of Computers and Communication, MCRPV, Jabalpur (M.P)	2012

COMPUTER SKILLS:

-  **OPERATING SYSTEM** : WINDOWS XP, VISTA, WINDOWS 7, WINDOWS 8, WINDOWS 10, WINDOWS 12
-  **PACKAGES** : MS OFFICE-(WORD, EXCEL, POWER POINT, PUBLISHER),
INTERNET USES, CUSTOMER RELATIONSHIP MANAGEMENT, DMS BASIC
COMPUTER KNOWLEDGE, GOOD TYPING SPEED

PROFESSIONAL EXPERIENCE:

- ✓ **Airtel- Recovery Agent Jabalpur Region (2015-2018)**
 - Keep track of assigned accounts to identify outstanding debts.
 - Plan course of action to recover outstanding payments.
 - Locate and contact debtors to inquire of their payment status.
 - Negotiate payoff deadlines or payment plans.
 - Handle questions or complaints.
 - Investigate and resolve discrepancies.

- ✓ **Justdial - Certified Internet Consultant – Jabalpur Region (2018-2020)**
 - Builds business by identifying and selling prospects; maintaining relationships with clients.
 - Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
 - Sells products by establishing contact and developing relationships with prospects; recommending solutions.
 - Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
 - Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
 - Prepares reports by collecting, analyzing, and summarizing information.
 - Maintains quality service by establishing and enforcing organization standards.
 - Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
 - Contributes to team effort by accomplishing related results as needed.

- ✓ **Blackbuck- Customer Relations – Jabalpur Region (Jan-2022 – Dec 2022) Achievements: Highest Sales achiever in Zone-4 and one of the top 5 Sales CR's across the country for the Month of January-22.**
 - Managing Channel Development for Jabalpur Region.
 - Achieving the assigned Targets through partner accounts.
 - Training channel partner employees across the region.
 - Managing partner compliances and agreement as per guidelines.
 - Driving company programs and updates with partners on regular basis.
 - Managing the issues and experience of Partner by being the SPOC between company and partner.
- ✓ **Ola Fleet Technologies Pvt. Ltd. - Brand Champion – Jabalpur Region (Dec-2022-Jul-2023)**
 - ❖ Setting sales goals and developing sales strategies.
 - ❖ Researching prospects and generating leads.
 - ❖ Contacting potential and existing customers on the phone, by email, and in person.
 - ❖ Handling customer questions, inquiries, and complaints.
 - ❖ Preparing and sending quotes and proposals.

JOB RESPONSIBILITIES:

- Handle Customers Visiting at Showrooms.
- Sale products with proactive efforts.
- Sales products by convincing more customers.
- Promote sale by very new marketing strategies.
- Achieve sales targets by giving more efforts.

ACHIEVEMENTS:

During my job period so many tasks and situations i handled very perfectly as per rule and policies of company, and got many of our valuable customer's satisfaction During my job with previous company i always found honor from my senior staff. And customers also got impressed from my work, and the results were company had not terminated me till my resignation.

I also attend many training programs from the companies in my job period. And improve my working skills as per requirements.

SKILLS & QUALITIES:

- ✓ Good Team Working Skill.
- ✓ Ability to manage the project.
- ✓ Good communication & Presentation.
- ✓ Ability to work under pressure & to Deadlines.
- ✓ Ability to adapt changing & challenging circumstances.

FIELDS INTERESTED:

- Marketing
- Sales Promotion
- Finance
- Back office

ATTRIBUTES:

- ❖ Punctual
- ❖ Hard Working
- ❖ Honest
- ❖ Team Leadership

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Sincerely,

[VIKAS SINGH CHOUDHARY]

