

CHANDNI KHATRI
Contact: +91-9870168581
E-Mail: CHANDNIKHATRI16VK@GMAIL.COM

Dear Sir/Madam,
Greetings!!

I am writing to express my interest in a suitable position in your organization and would like to present my resume for your review and consideration.

As a **Junior. Manager – Marketing/Ops.**, I have been responsible for **collaborating & coordinating with various departments to integrate logistics with business systems or processes, such as customer sales, order management, & accounting** as well as serving here in multidisciplinary daily tasks. Alongside I also possess a keen interest and an extensive experience in the field of Insurance & Banking Management. Significant accomplishments in meeting with clients to discuss financial goals, investment timelines and risk tolerance.

Conceiving, developing and executing strategies that drive revenues, growth, competitive market positioning, profits and shareholder value is what I do best.

An accomplished business strategist and solution-oriented Executive, I thrive in challenging, fast-paced environments where my performance directly impacts the top line. In addition, I have excellent organizational leadership and decision-making skills that can make an immediate contribution to your operations and business development.

1. Updated Resume- Enclosed in mail
2. Current Location- New Delhi (South Delhi)
3. CTC - (Fixed + Variable & other Benefits) - 5.44 LPA
4. Expected CTC – 7.0 – 7.5 LPA (Negotiable)
5. Notice Period – Not Applicable
6. Reason for change - Looking for better career prospects, professional growth, and work opportunities.
7. Open for Gurgaon/Faidabad/Noida/Jaipur - Yes
8. Last Working Day-Date-year – Immediate joiner.
9. Preferred Locations – Gurugram & Jaipur.
10. Contact No. - +91-9870168581
11. Highest Regular Qualification – B.A., B. Com (Bank Management), Diploma in Functional English, SP for Corporate Agent (IKSL), RS-CIT Certification with all doc proofs.
12. Offer (if any) - Not currently.
13. Gaps in Educational Qual. - No
14. Last company Name: IFFCO Kisan Sanchar Ltd., New Delhi.
15. When available to join – Immediately.
16. Experience in Adv, Excel – 4 Years
17. Experience in Partner Management | Client handling | social media promotion | logistics and accounts
| Business development - 5 Years
18. Current Designation: Jr. Manager Marketing
19. Current Address: Kalkaji extension, Rampuri, New Delhi – 110019
20. DOB: 16-Dec-1991
21. Experience in distribution/retail management- 5 year's
22. Experience Manpower management - 5 year's

Total Experience: 7 Years, Relevant Experience: 6 Years

I look forward to a favorable response and would welcome an opportunity to schedule a personal meeting in order to discuss my candidature in greater detail.

I appreciate your time and consideration.

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Kind Regards,
Chandni Khatri
Mob: 9870168581

Chandni Khatri

Marketing Coordinator | Partner Management | Channel & Sales Incentives | social media promotion | Microsoft Office
| MSNavision ERP | Logistics & Supply chain coordination | Business Development | Customer Engagement | Mkt. Coordinator |
Competitor Evaluation | Cost control & Cost Strategy | Resource Optimization | Revenue generation | Distributor Management
| Payouts Evaluation & validation | Operations Management

Plot no. 78-79, Bhairav Colony, Malpura Gate,
Sanganer, Jaipur (Raj.) – 302029.
Mob: 91-7976580255, 91-9870168581.
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CAREER PROFILE

Sales and Marketing Professional with 7 years' experience in the Sales / Marketing, Logistics & Banking industry. Oversee customer service, vendor relations, contract and price negotiation, revenue potential, personnel management, analysis of financial data and information, client relations, and procedures.

Background in developing profitable business relationships, working with key accounts to increase revenues, setting achievable sales goals, monitoring retail sales, developing major accounts, and designing programs to increase product knowledge.

EXPERIENCE

IFFCO Kisan Sanchar Ltd., Nehru Place, New Delhi.

June'2017 – June'2022

Designation held: Junior Manager (Marketing Allied)

- Worked with Major Clients & JV's including **TVS Credit services, HDFC Life Insurance, Samadhan Retail, Sampark services, Cattle Feed, Sagarika, IFFCO-MC & IFFCO E-bazar** (Responsible for complete Accountability, Logistics & Billing at PAN India Level).
- Maintain constant communication with management, staff, and vendors to ensure proper operations of the organization
- Cattle Feed Business complaints Handling/Grievance redressal for Channel partners & Sales Team | Vendor & Inventory Management.
- Creatives Management for Farmer contact Program & development of Training Kit (Cattle Feed Business)
- Cattle Feed Pricing & Payment | Vendor Management & Cost negotiation | Accounts Management with F&A team | Khal Price tracking & payment.
- Cattle Feed Lead Management & Reporting with CCS Team (IKSL)
- My IFFCO Kisan Operations Management - Channel Onboarding | Team/Role | Price-Margin Controlling | Sales Report & Business Process.
- Mkt. Coordinator | Competitor Evaluation | Cost control & Cost Strategy | Resource Optimization | Policy Dev | Revenue generation | Business Development | Sales&Mkt. Ops | Partner Management | Client handling | social media promotion | logistics and accounts | Navision ERP

ICICI Prudential Life Insurance Co. Ltd., Jaipur (Raj.)

June'2016 – Feb'2017

Designation held: Financial Services Consultant

- Develop and maintain professional relationships with customers and ensure customer satisfaction.
- Provide professional assistance to all clients' issues and ensure confidentiality of all client information.
- Understand their protection and investment needs of customer.
- Identify and recommend solutions that fits their requirements the best.
- Offer the prospect or existing customer the complete range of products.
- Help complete the procedure necessary for processing the purchase of the policy.
- Keep in touch with customers to ensure that their policy service requests are managed properly.
- Facilitate settlement of claims.

Madurai Kamraj University, Jaipur Centre (Raj.)

August 2011- Dec'2013.

Designation held: Back Office Coordinator/Counsellor

- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Assisting and coordinating with the students and university for Books, exams, enrollments & Marksheets
- Processing company receipts, invoices, and bills.

Designation held: Tele Marketing Executive

- Answer potential clients' questions about financial services projects or goals
- Perform script (with necessary adjustments) to ensure consistency of product or service to give product reference information.
- Set appointments with prospective customers based on our associates' schedules.
- Train other telemarketers when required.
- Communicate any problems, concerns or question to supervisory staff.
- Refer customer complaint to supervisor for quality control.
- Communicate respectfully and politely with potential customer at all times.

EDUCATION

University of Rajasthan, Jaipur (Raj.)

June'2011- June'2014.

Bachelor of Arts (B.A.)

Done B.A. in Branch of Hindi, Sociology & political Science with II Div.

Tamil Nadu Open University, Jaipur (Raj.) Centre

April'2013- June'2016.

B. Com (Bank Management)

Successfully Accomplished the course in First Division with 67% marks.

Madurai Kamraj University, Jaipur (Raj.) Centre

Duration: 1 year (Year 2014)

Diploma in Communication & Functional English

SP Certified for Corporate Agents (IRDAI Mumbai) & RSCIT – Dec'2017 to Dec'2020 ^{URN: CAI1011170172}

COMPUTER EXPERIENCE

1. **Platforms Experience:** Windows & Android Platforms.
2. **Microsoft tools:** Well versed with MS Word, Excel, MS Access, PowerPoint, Lotus IBM Mail server.
3. **Business Analytics using Excel:** Macros, Lookup Functions, Pivot Charting & tables, Data Analysis & Advanced functions, Special operations, linking to External sources, Data validation, Data protection.
4. **Logistics & Accounting:** Verification & Validation of data from the dedicated ERP tool & Coordinating the cash management program to ensure existence of working capital; **Logistics Management:** Vendor & Transporter Mgmt., Material reconciliation, Labour Arrangement, update Stock in ERP, Stock register.
5. **Social:** Facebook, Twitter, LinkedIn, Pinterest & Instagram.
6. Well versed with Banner & Graphic design skills using Adobe photoshop, CorelDraw X7 suite.

EXTRA CURRICULAR ACTIVITIES & SIGNIFICANT ACHIEVEMENTS

1. Won Prize in AGM (Annual General Meet) held at NCUI, New Delhi in the Sept'2018 for Sale Pitching To End Consumers selling out maximum number of Samadhan Retail Packs (Renowned initiative of IKSL).
2. Award winner March 2018, in PUSA Mela Farmer meet held in New Delhi for driving highest number of Mobile Application Downloads across PAN India.
3. Certificate of Completion for "Train the Trainer Program" organized by KRFL (Initiative of IFFCO) in the month of Feb'18 at IKSL, New Delhi.

PERSONAL DOSSIER

- Date of Birth: 16, December, 1991.
- Communication address: House No. 78-79, Bharave Colony, Malpura Gate,
- Sanganer, Jaipur (Raj.) – 302029.
- Gender: Female
- Marital Status; Un-Married
- Languages known: English, Hindi, Sindhi.
- Citizenship: Indian
- Father name: Mr. Leela Ram Khatri.
- Mother Name: Mrs. Chandra Devi
- LinkedIn: <https://www.linkedin.com/in/chandni-khatri-682981166/>
- Blog: <https://urbangreeninitiatives.blogspot.com/2018/09/how-healthy-urban-gardening-for-all-of.html?m=1>