

CURRICULAM VITAE

PAYAL SHARMA

NOIDA, UP

MOB NO.9625307351

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PROFILE SUMMERY

Highly organized individual with great communication and interpersonal skills and have 15 years of extensive experience. I have strong typing and data entry skills, and enjoy working independently as well as in a team. Coordinating the sales team by managing schedules, filling important documents and communicating relevant information.

PROFESSIONAL EXPERIENCE

🔗 SUMILON INDUSTRIES PVT LTD. (APR 2023 to till date....)

Role & Responsibilities: Deputy Manager

- Ability to work collaboratively with team members and department. Strong customer service skills and ability to interact with customers. Experience in sales coordination and financial reporting.
- Manage correspondence, including emails, letters and phone calls. Maintain an update databases and filling systems. Ensure confidentiality of all sensitive information. Facility Management.
- Work on assigned tasks given by Zonal Admin Manager and accountable for optimal utilization of resources and manpower in daily operations.

🔗 UNIQUO INFRA PVT LTD. (NOV 2018 – MAR 2023)

Role & Responsibilities: Sales Executive

- Handles Payments and expenditures, Order placing, PI sharing including Purchase orders, invoices, statements.
- Investigate Management and accounting.
- Investigates and helps teams to resolve all customer complaints on priority basis.
- Compiling and sharing customer service reports to management.
- Pivot table using for weekly, monthly and yearly reports.
- Regular follow up with POS dealers to achieve target.
- Arranging documents for process of material receiving.
- All information provided to dealer if any changes in price list.

↗️ IGNYT ELECTRICALS. (JUN 2017 – OCT 2018)

Role & Responsibilities: Production Administrative Head

- Assign and Supervise daily workload to team members.
- Ensure that final product meets quality standards and customer specifications.
- Selecting, Ordering and Purchasing materials.

↗️ JOINTEC TECHNOLOGY (JUN 2012 – MAY 2017)

Role & Responsibilities: Customer Care Executive in the Software Cell

- Resolving Customer Complaints as priority basis.
- Possessing excellent product knowledge to enhance customer support.
- maintain accurate records and document all customer service activities.
- Conducting quality assurance surveys with customers and providing feedback to team.

↗️ USHER AGRO LIMITED (NOV 2008 – APR 2012)

Role & Responsibilities: Administrative Assistant

- Handling on Incoming/ outgoing calls, transferring calls, Fax and Emails Handling.
- Provided Front Line support in welcoming visitors , management and staff.
- provide support to all the administrative activities.

SKILLS

Operating System	Windows XP, 7,10
Software	MS Office, CRM, ERP, SAP
Spoken Language	English, Hindi
Computer Typing language	English, Hindi

ACCADEMIC CREDENTIALS

Qualification	Board/University	Percentage	Year
M.Com	B.R. Ambedkar University, Agra	60 %	2007
B. Com	B.R. Ambedkar University, Agra	65 %	2003
Intermediate (12 th)	U.P. Board	73 %	2000
High School (10 th)	U.P. Board	75 %	1998