

TARUN PAL SINGH

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Seeking a challenging and growth-oriented career with a good grasp of the Sales and Marketing field to become an asset to an interactive organization by giving my outstanding performance to complete up all the jobs successfully given to me.

Academic and Educational Qualification

Course	Institution/University	Year
Bachelor of Arts	Delhi University	2016
Intermediate	Guru Nanak Public School	2012
Matriculation	Guru Nanak Public School	2010

Training and Professional Qualification

- Aviation, Hospitality & Travel Management Diploma from Frankfinn Institute Of Airhostess Training, Delhi
- Galileo (computer reservation system) used by many companies worldwide for airline travel bookings.
- Fidelio (front desk/reservations system) used in thousands of hotels worldwide.
- In-Flight training with Jet Airways.

Strength

Bold, Dynamic, Versatility, Analytical, Consistent, and Tactful.

Languages

English (Professional), Hindi (Native), Punjabi (Native)

Area of Expertise

- Research of in-depth data and reporting.
- Negotiation for a better sale.
- Microsoft Office 365.
- Client/vendor management.
- Higher volume of data maintenance.
- Maintaining confidentiality of data.
- Team Leading and encouraging teamwork.
- Targeted coordination with various departments to enhance work productivity.
- Hands-on experience of Salesforce management CRM.

Year	Designation	Product line/Division	Organization
2019	Sales Coordinator	Commercial & Industrial Products	Euronics Industries Pvt Ltd
2016	Sales Coordinator	Non-Dairy Toppings & Bakery Ingredients	Ornima, Brand of Inmax Foods Pvt Ltd

Work Experience—

Name of the company— **Euronics Industries Pvt Ltd.**

Worked from Sep 2019 till Oct 2020 as Sales Coordinator at Euronics, is a top leading player in washroom automation, industrial and entrance accessories with a significant presence across the IT sector, hospitality, airports, retail space, etc.

- Processing sales leads in a timely and comprehensive manner to ensure customer satisfaction.
- Developing creative ideas and proposals on how to target specific industry sectors to increase sales.
- Proactively follow up on generated leads.
- Highlight customer issues in a team through feedback and recommend changes in the workflow to make sure the higher service level meets customer needs and to ensure quality service at all times.
- Managing the database to a high degree of accuracy to ensure targeted marketing activity can take place to generate a lot of new business without much fail.
- Maintaining an inventory of sampling products and other promotional items for our regional team.
- Arranging and align meetings to sales representatives.
- Negotiate commercial terms within set guidelines for various MNC's

Name of the Company— **Inmax Foods Pvt Ltd. (Ornima)**

Worked from Nov 2016 till Sep 2019 as Sales Coordinator in Ornima, part of Narsaria Group, is a Nationally leading brand deals into Non-Dairy Toppings & Other Bakery Ingredients having production capacity of 2000 tons per month.

- Looking after-sales and monitoring sales activities of the field force.
- Understanding the issues of bakers and follow up with associates.
- Follow up for primary and secondary orders and preparation of reports on same.
- Monitoring and analyzing sale performance of Multi products.
- Analyzing team progress, tracking secondary sales through DSR, identify shortcomings and propose improvements.
- Preparation of quotations with sales head according to the sales team requirement.
- Prepare attendance reports of Sales & Marketing associates.
- Performing order valuation and creating Pro Forma invoices.
- Updating up raw data from several different markets and analyze it for increasing long term business efficiency and effectiveness.

- Timely handle customer complaints and queries via emails and over phone calls.
- Handling company's official e-mail for day to day queries and turning it into business proposals.
- Maintaining an inventory of sales materials such as product samples, promotional items, and other sales-related equipment.
- Payment follow-ups of distributors.

I shall be highly grateful to you if I am given the chance in your esteemed organization so that I can prove myself as an asset to the company.

(TARUN PAL SINGH)