

Khushali Sharma

Sales Director

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Dedicated, adaptable and collaborative candidate with over 8+ years of professional experience in Business development, Sales, Marketing, Accounting & Payroll in KPO & IT service Industry. Outgoing & technically advanced with a strong ability to quickly adapt to situations and provide solutions ensuring positive outcomes.

Work History

Apr 2019 – Current

Sales Director

Logezy Infotech, Kochi, Kerala

LOGEZY is a top-level Cloud Based Employee management and tracking software that is built by keeping every part of the process connected.

- Build business by identifying and selling prospects
- Explain products or services and prices and demonstrate use of products.
- Develop prospect lists.
- Contacting prospects via email, calls and social media
- Contact customers to persuade them to purchase the services.
- Maintaining healthy relationship with the clients
- Marketing of the product & services via social media
- Organizing email campaigns with multiple offers to attract customers
- Handling the Sales team and boost up their confidence
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
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- Adjust sales scripts to better target the needs and interests of specific individuals.
- Organizing Daily & Weekly scrums
- Maintaining CRM
- Resolve customer complaints regarding sales and service.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Regular meetings with the software development team to discuss new features to be added in the software.
- Maintain records of contacts, accounts, and orders.

Sep 2018 – Mar 2019

Assistant Manager Business Development

Initor Global, Ahmedabad, Gujarat

Initor global, are specialists in the area of industry-specific tax, accounting, Credit control and payroll services catering to UK & USA based clients.

- Builds business by identifying and selling prospects; maintaining relationships with clients.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry
- Sells services by establishing contact and developing relationships with prospects

- Deliver services and collect payment.
- Maintains relationships with clients by providing support, information, and guidance
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintaining company CRM
- Contributes to team effort by accomplishing related results as needed.
- Marketing of the services on social media to attract customers

Oct 2017 – Sep 2018

Finance Manager

Xovec Global Solutions Pvt. Ltd., Ahmedabad, Gujarat

Working for the end client Vertex Solutions, a recruitment agency based in the UK providing services to Mobile, Media, Finance & IT since 1977.

- Collection & processing timesheets from the contractors to process the payroll
- Generating Invoices for the client and contractors.
- Preparing Weekly & Monthly Payroll Report
- Bank Reconciliation
- Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.
- Review collection reports to determine the status of collections and the amounts of outstanding balances.
- Evaluate data pertaining to costs to plan budgets.
- Taking care of the compliance documents
- Candidate On-boarding
- Candidate background & reference checks
- Sorting client & candidate queries

Jul 2015 – Sep 2017

Team Lead

QX Limited, Ahmedabad, Gujarat

QX Limited is a business process outsourcing company providing finance, accounts, recruitment, payroll, IT software and corporate advisory services for the companies based in the UK.

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Dec 2013 – Jul 2014

Analyst

AXA Business Services, Pune, Maharashtra

AXA BS is a worldwide leader in Financial and Insurance services with over 1,60,000 employees and 102 million customers.

- Responsible for Account servicing for clients located in UAE.
- Meeting the scorecard parameters which included Productivity / TAT / Accuracy / Internal Quality
- Generate Statement of Accounts for different Brokers as well as Clients.

- Based on the Statement analyze the progress made on Accounts Payable & Accounts receivable
- Chase Client account Handlers for Outstanding Premiums via Emails & Phone calls
- Liaising with the Brokers and clients for allocating cash received against Invoices
- Generate Age Debtors report to Collect funds which are potential Bad Debts
- Solving Blocking as well as claim queries and providing credit limit to the broker.
- Allocating the payment to the correct policies.

Jul 2011 – Sep 2013

Senior Process Associate

Gallagher Service Center LLP, Pune, Maharashtra

Gallagher is a subsidiary of Arthur J. Gallagher & Co. a \$2.5 Billion company & the 4th largest Insurance Broker in the World with over 300 offices in 16 countries.

- Generate various reports such as Unmatched Cash, Payables, Funding & Age Debtors
- Based on the report analyze the progress made on Accounts Payable & Accounts receivable
- Process Fee Payments to the Loss Adjuster's for all Payable entries
- Chase Client account Handlers for Outstanding Premiums via Emails & Phone calls
- Transfer the earned Brokerage to Brokerage Account
- Collect / Net off Funded entries from Third Party & Lost Adjusters
- Liaising with Third Party & Lost Adjusters for allocating cash received against Invoices
- Generate Age Debtors report to Collect funds which are potential Bad Debts
- Managing Suspense account – moving identified cash to respective accounts
- Collate & report daily stats to the Team Leader for the entire team

Education

2013 –2015

Post Graduate Diploma in Business Management

Symbiosis Centre for Distance Learning, Pune, Maharashtra

2008 – 2011

BBA

Ness Wadia Commerce College, Pune, Maharashtra

Skills

Payroll Management
 Project Management
 Business Development
 Marketing
 Client Relationship

Languages

English
 Hindi