

MONIKA SAINI

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CAREER OBJECTIVE

Contributing a significant and useful service for the growth of the organization and securing a challenging as well as satisfying career in the field of Information Technology.

SKILLS

- ✓ Ability to communicate effectively with different roles and with different personality-types.
- ✓ Developing and managing customer care programs for improved sales success.
- ✓ Developing content for product and company collateral.
- ✓ Ability to chase up new business opportunities.
- ✓ Increasing brand awareness and bringing in new customers.
- ✓ Maintaining relationships with key clients.
- ✓ Excellent lead generation and development skills.
- ✓ Strong analytical skills, ability to identify and solve complex operational, financial issues.
- ✓ Able to discuss product details, conduct presentations & demonstrations.
- ✓ High attention to detail and proven ability to manage multiple, competing priorities simultaneously with minimal supervision

WORK EXPERIENCE: 5YEARS

Company : Allin Infosystems Pvt. Limited
Designation : Office Admin Executive
Location : Delhi, India
Tenure : 26th May 2014 to 10th July 2018 (4years)

Roles & Responsibilities:

Working as a **Office Admin Executive** which includes:

- ✓ Provided strategic administrative and development support.
- ✓ Organized and executed service calls, appointment scheduling, correspondence distribution, and other critical functions while collaboration on operational and logistical aspects with team members.
- ✓ Supervising and directing employees in their day-to-day tasks.
- ✓ Briefing the press and analysts, press releases and going on press campaigns.
- ✓ Managing a team of 4 project coordinators includes imparting training and guiding team members.
- ✓ Growing and maintaining existing customer and partner relationships through proactive marketing, webinars and telesales activity.
- ✓ Conducting data analysis on the equity of business development representative input distribution.
- ✓ Manage contractors on lead generation initiatives and negotiate with vendors.

Company : Omefyi Software Technologies Pvt. Ltd.
Designation : Office Admin Administrative
Location : Delhi, India
Tenure : 11th July 2018 to 30th June 2020

Roles & Responsibilities:

Worked as **Office Administrative** which included the following:

- ✓ Coordinated company meetings, appointments and Interviews.
- ✓ Handled and administered payroll to employees.
- ✓ Determining clients needs and financials abilities to propose solutions that suit them.
- ✓ Maintained Office equipment and supplies and oversaw facilities function
- ✓ Performed outgoing calls to clients after jobs completed in regards to further services needed to be recommended after inspections.
- ✓ Traveled to various trade shows to exhibit our business to establish a new business.
- ✓ Well connected with local industry and is able to provide hard intelligence about local potential team members, their community reputation, and ability to provide services to the firm.
- ✓ Answering customers questions regarding meetings and emails.

EDUCATIONAL BACKGROUND

- ✓ **B. Tech** from Krishna Engineering College Ghaziabad, in 2013 with **68.85%**.
- ✓ **12th** (Science) from St. Lawrence Senior Secondary School, in 2009 with **74%**.

CERTIFICATE COURSES

- ✓ PG-DAC from Sunbeam Institute of Technology, Pune in 2014

COMPUTER SKILLS

- ✓ Microsoft Office
- ✓ Expertise Sales, Negotiation, CRM, Volume Licensing, Prospecting, Lead Generation, Cold Calling, Negotiation, Closing Sales, Channel Recruitment, Training, and Channel Management, Product Management, Solution Advisor, Market Development, Sales Revenue Forecasting

PERSONAL DETAILS

Name : Monika Saini
Date of Birth : 14-08-1991
Nationality : Indian
Marital status : Unmarried
Language Known : English and Hindi
Passport Number : S1340764
Passport Validity : 28-06-2028

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge, as of Feb.2020
Date:10-10-2020