

**Monisha M Das**

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***Targeting senior level assignments in Business administration, sales & marketing and seeking to leverage my expertise to grow in the new roles in sales and Administration at your company.***

**Location Preference: India (Kerala), UK, Australia, US**

**PROFILE SUMMARY**

* Result oriented professional and diversified experience of more than 8 Years in **Sales and Marketing & Administrative Operations.**
* Currently associated with **Reliance SMSL Ltd.** as a sales officer.
* Diploma in Commercial Accounting.
* Experienced in office 365 and Power BI
* A keen communicator with honed interpersonal, problem solving, adaptability and analytical abilities.
* Knowledge of **Goods and Service Taxes.**

**INDUSTRIAL EXPERIENCE**

#### Reliance SMSL Ltd. [ Senior Sales Officer]

* Market Survey and understanding the key competitors and USP
* effective handle and overcome customer objections about the products and services along with payment collection and settlement of Accounts.
* Return Validation of unsatisfactory products received by the retail business owner
* Processing and collecting KYC of business and business owner, to onboard into Reliance Ajio business platform.
* Accountable for Field Training of new sales officers.

#### VIVIN Luxury Suites [Sales and Marketing Manager]

* + Responsible for coordinating marketing and promotional activities to meet customer needs
  + Working closely with other hotel staff to ensure customer satisfaction.
  + Maintain contacts and contracts with travel agents and event management companies.
  + Successfully promoting and managing the brand
  + Working with advertising agencies
  + Managing relationships with agencies and partners
  + Overseeing budgets for advertising, marketing, and promotions
  + Monitoring competition
  + Supervising the Marketing and Sales Department staff
  + Generating new ideas to get customers attraction, by providing attractive business packages and offers
  + Organising events and fests.

#### Micro marketing company [Sales and administration manager]

* + Monitoring competition
  + Verifying and validating the stock
  + Sending sales reports to higher officials
  + Negotiation with suppliers
  + coordinating periodic meeting with managing director and suppliers

#### New Adarsh College [Receptionist and Cashier]

* + Cash collection
  + Sending Fees due reminders
  + Submitting collection reports and Petty cash reports
  + Examination Arrangements
  + Coordination with examination department and attending meeting with university officials
  + Submitting all the required reports to Managing director by coordinating with other departments.

#### Rajasthan College (Rajasthan Mahila Maha Vidhyalaya) [Accountant]

* + Cash Collection
  + Sending Reports to superiors

#### Angels Academy [Maths Teacher]

* + Teaching Maths to Primary Classes upto 8th standard
  + Taking Exams, Checking Notes

**TRAININGS**

* Attended 10 days training programme for Market Development covering skills topics such as Understanding the key competitors and USP, Data analysis, effective handle and overcome customer objections about the products and services along with payment collection and settlement of Accounts.
* Completed Two-month field training of KYC and onboarding of the Business and Business owners, with the assigned target of 100 individual business onboarding in Trivandrum city of Kerala and achieved 120 percentage.
* Attended product Cluster Training from all over India

Faculty: Reliance.

* Attended one month training programme for Accounts and Administration Skills topics such as Industry- specific regulations, Accessibility Requirements, Negotiation with the suppliers, Verification and validation of stock.

Faculty: Micro Marketing Company

**EXTRA CURRICULAR ACTIVITIES**

* Worked in NGO - **Anand Bharti Care and Development Society.**
* Got 1st Position in **Debate competition** at **School.**
* Got 1st Position in **Speech Competition** at **School.**
* Volunteer at **National Basketball Championship** at School.
* Volunteer at Blood Donation Camp – **Vishal Rakhtdan Shivir.**
* Contributed in **Swacch Bharat Abhiyan** by cleaning Railway Stations and Bus Stands in Jaipur.

**TECHNICAL KNOWLEDGE**

* Diploma in Commercial accounting
* Diploma in Data Entry
* Rajasthan State certificate of Information Technology
* Desktop Publishing (DTP)
* Well trained and experienced in office 365
* Certified as Business intelligence specialist

**ACADEMIC DETAILS**

Secondary Education (Rajasthan Board)

Senior Secondary Education (Rajasthan Board)

Bachelor’s Degree In Commerce (Rajasthan University)

MBA in Business Analytics and Marketing Management

Diploma in Commercial Accounting (one year)

Diploma in Data Entry (six months)

**PERSONAL DETAILS**

Date of Birth : 11th Nov, 1987

Sex : Female

Marital Status : Married

Father’s Name : Mr. Mohandas V.K.

Address : Tc 3/15, Kurushadi Mukku, LNCP Road

near oceanus, Pullanivilla, Karyavattom

Languages known : English, Hindi, Malayalam, Tamil, Kannada, Urdu, French