

CURRICULUM VITAE

SUNEET PATHELA

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OBJECTIVE

Hard work with intelligent attitude is the key to achieve success. This is the guiding principle which has always given me desired result.

PROFESSIONAL EXPERIENCE

Cars24 Services Pvt Ltd, Gurgaon (Haryana)

Retail Manager - Mar 2020 - till date

- Implemented customer satisfaction procedures and dealt with customer issues
- Work with sales staff to implement sales and marketing strategies
- Maintain database on all vehicle pricing and applicable discounts if any
- Provide customers with details of available vehicle warranties
- Assisted customers and responded to customer questions

Ola Fleet Technologies Pvt Ltd, Gurgaon (Haryana)

Team Leader - 2016 - 2020

- Team handling
- Worked as Team Leader in Leasing department
- End to end problem resolution by managing daily operation
- Reducing driver attrition and dissatisfaction through calls & meetings

VAUPEL TEXTILE MACHINERY (INDIA) PVT LTD:

Sales & Marketing Executive - Nov 2012 to March 2016

- Visit to customer and fix the appointment
- Give the information about the company product
- Letter drafting
- Admin work

RELIANCE COMMUNICATION LTD-Rani Bagh (New Delhi)

Commercial Executive - 2004 to Oct 2012

- Checking of CAF'S (Customer Application Form) & Uploading in the software.
- Invoicing of handsets & vouchers in SAP
- Stock receiving in SAP & return of defective or DOA handsets
- Activation/Deactivation of vouchers
- Collection of money in SAP (ZCOL)
- Coordinating sale related problems with channel partners and reconciling dealer's accounts.
- Preparing the MIS like (Cash, CAF'S & Inventory).

NVR ASSOCIATES

Collection Supervisor (New delhi) (For one year)

- Handling the team of 10 field collection executives
- Maintaining the cash collection data.
- Preparing the MIS on daily basis.

ACADEMIC HIGHLIGHTS

- Higher Secondary School Examination (10th) from Central Board of Secondary Education (**CBSE**) Delhi in the year 1998
- Senior Secondary School Examination (10+2) from Central Board of secondary Education (**CBSE**) in the year 2000

COMPUTER SKILL'S

- Skilled in using, Lotus Notes, Windows, SAP R/3, Clarify, Simplify, Internet.

PERSONAL STRENGTH

- Team Player with excellent people management ability.
- Good communication and presentation ability.
- Excellent analytical and logical skill.

PERSONAL INFORMATION

Name	:-	Suneet Pathela
Father's name	:-	Ved Parkash
Date of Birth	:-	5 th Feb 1979
Gander	:-	Male
Marital Status	:-	Married
Languages known:-		Hindi & English

DATE: -

(SUNEET PATHELA)