

# Job Seeker

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A creative and inventive Professional with an equipped extensive experience of over 5 years who craves for challenges and

who is not afraid to work out of her comfort zone, intends to be a part of a dynamic work organization that provides

continuous room for improvement, creativity, initiative, skills and utilizing knowledge combined with a wealth of

experience to contribute towards positive customer satisfaction. A global minded leader with top - notch communication

and interpersonal skills used to provide great effect in developing positive working relationships with clients and

colleagues alike. Result oriented approach useful in Management. Close loop communication to record the facts and

communicate decisions on time.

A strong reputation as a problem-solver, with the ability to think outside the box.

Significant strengths include: Leadership, Relationship Management, Work Ethic, Team Building and Customer Service. Supportive to all aspects of operations.

Detail oriented with strong analytical skills. Effective troubleshooter and researcher with exceptional verbal and written communication skills. Motivated to be flexible and adaptable to changing priorities.

Strong leader and key advisor able to blend strategic thinking with tactical execution to deliver results in a highly complex and diverse environment. Excellent background in managing people and handling personnel issues with care and confidence. Dedicated to excellence; solid reputation for integrity, attention to detail and commitment to success. Proven ability to successfully work independently and handle the pressure. Deep ability to achieve the desired results in a fast-paced, highly competitive, multi-tasking environment. Exceptional flexibility to deal with a variety of people, situations, problems, and changes. Profoundly detailed and organized in the approach to work and follow through.

Willing to relocate: Anywhere

## Personal Details

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**Total years of experience: 6**

## Work Experience

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### **Sr. Internal sales manager.**

Geo informatics consultant Pvt Ltd-Ghaziabad, Uttar Pradesh

Full-time

0-15 days notice period

July 2019 to Present

- Three years working in ANM Fincorp as a loan officer.
- Two years working in M/s Royal Insurance Broking India Private Ltd as a Customer care Executive.

### **Business Development Manager**

Geo Informatics Consultants Pvt. Ltd.-Ghaziabad, Uttar Pradesh

Full-time

0-15 days notice period

July 2019 to Present

Handle all OEM Account for engineering service like HAL, JBM, MAHINDRA, VOVLO, TATA, R and many more,

- Apart from OEM all T1 , T2 account handle by me (Example Andritz hydro, Punj Lloyd, ES Minda group, Giesecke & devrient , Manitou Group, Subros group, Etrack Crushers Pvt Ltd and many more. P
- Handle North region Team for engineering services.
- Handle Exciting customer and give them service related to engineering service. O
- Handle new customer for service and convince them to take service from GEO.
- Attend new prospect and align meeting for our sales engineer with them for further process. N
- Manage customer for long term service.
- Submit project to TSD department for execution of project and handle customer queries. S
- Manage all the payment history of the customer.
- Analyze all opportunities of existing and new companies/customer. B
- Handle project execution responsibilities.
- Mange part delivery or part receiving data of all opportunities. I
- Handle sales Manager report and distributes that report to team member for further work.
- Handle customer complaints and take appropriate action to resolve them. L
- Handle Seminar, Webinar, Exhibition, online queries data and distribute to team accordingly.ITIES.
- Handle india Mart platform.

### **Sr. Internal Sales Manager.**

GEO Informatics.-Ghaziabad, Uttar Pradesh

Full-time

0-15 days notice period

July 2019 to Present

Tasks

- Handle all OEM Account for engineering service like HAL, BAJAJ, MARUTI, VOVLO, TATA, and many more,
- Handle government and defense project.
- Handle North region Team.
- Handle Exciting customer and give them service related to engineering service.
- Handle new customer for service and convince them to take service from GEO.
- Manage customer for long time service.
- Submit project to TSD department and manage.
- Manage all the payment history of the customer.
- Analyze all opportunities of exciting and new companies/customer.
- Handle project execution responsibilities.
- Mange part deliver or part received data of all opportunities.
- Handle sales Manager report and work on the same etc.

- Manage meeting align list.
- Handle customer complaints and take appropriate action to resolve them.
- Distribute India mart leads department wise also work on India lead north services.

#### Achievements

- Best employee award achieved.
- 100% target achieved award.
- Continue Improving skills award achieved.
- Incentives achieved.

### **Relationship Manager**

ANM Fincorp-Delhi, Delhi

Full-time

January 2017 to July 2019

#### Tasks

- Approve loans within specified limits, and refer loan applications outside those limits to management for approval.
- Meet with applicants to obtain information for loan applications and to answer questions about the process.
- Responsible to drive income through cross-selling of allied products and services i.e loans, Credit cards, Insurance etc.,
- Analyze applicant's financial status, credit, and property evaluations to determine feasibility of granting loans.
- Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.
- Obtain and compile copies of loan applicant's credit histories, corporate financial statements, and other financial information.
- Review and update credit and loan files.
- Review loan agreements to ensure that they are complete and accurate according to policy.
- Stay abreast of new types of loans and other financial services and products in order to better meet customers 'needs.
- Submit applications to credit analysts for verification and recommendation.
- Handle customer complaints and take appropriate action to resolve them.

### Education

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#### **Master's degree in Operation management & finance management**

Subharti University - Uttar Pradesh

2020

#### **BA in Bachelor of arts**

Delhi university - Delhi, Delhi

2017

#### **C.B.S.E in Arts**

New Delhi, Delhi

2012

## **C.B.S.E in Arts**

New Delhi, Delhi

2010

### Skills / IT Skills

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- Leadership Change Management Communication Time Management Process Improvement Management Customer Service Flexibility Problem Solving Quality assurance Risk mitigation Relationship Management Quality management Optimistic Compliance
- Customer service
- Organizational skills
- English
- Hindi
- Human resources
- Business development
- Negotiation
- Management
- Marketing
- Sales
- Leadership

### Awards / Achievements

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#### **Best employee of the company.**

March 2021

Best employee of the company.

### Certifications and Licenses

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#### **Best software user.**

March 2020 to March 2022

- Best user of zoho software.
- To maintain all opportunity scale wise ,all details filled ,proper status maintained .
- Report generation is very good.
- Daily activities of zoho is above .

