



PRATEEK NAILWAL

Nationality: Indian **Date of birth:** 02/01/1986

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Home: ADARASH NAGAR MUKHANI, 263139 HALDWANI (India)

ABOUT ME

As an experienced professional seeking career opportunities, I bring a versatile skill set honed through diverse roles. Proficient in **client handling** and adept at fostering strong **client relationships**, I excel in understanding and addressing their needs. With a background in **office administration**, I ensure smooth operations, leveraging my organizational prowess and attention to detail. I have a proven track record in **staff management, nurturing teams** to achieve their full potential. **Strategic planning** is my forte, enabling me to devise effective strategies for **business growth** and **revenue generation**. Ready to contribute dynamic leadership and drive results in a collaborative environment.

WORK EXPERIENCE

Sales manager

LEX MORES TECH PVT. LTD. [11/07/2022 – 29/09/2023]

City: NOIDA | Country: India | Website: www.contractbazar.com | Name of unit or department: SALES & MARKETING

Link: www.lexmores.com

1. Understanding the vision of the company and preparing required Sales Pitches and Sales Strategy accordingly for the team.
2. **Client Acquisition & Handling**, Customer Relationship Management
3. **Staff Management, Office Administration and Revenue Management.**
4. Responsible for Pre Sales, Sales and Post Sales.
5. Tele Sales Management and Call Quality Monitoring.
6. Achieving sales targets of team and each executive.
7. Handled 15+ tele sales executives.
8. Work with top management on developing strategies and future planning.

Sales manager

RY EASY SHOP PVT LTD. (LAYUVA) [10/01/2018 – 29/12/2019]

City: GURUGRAM | Country: India | Name of unit or department: SALES & MARKETING - Business or sector: Other service activities

1. Sales and Marketing of Company's product through Social Media, Offline & Tele Sales.
2. Assisting Marketing team for effective implementation of Promotional Events, Schemes and Strategies.
3. **Staff Management, Office Administration and Revenue Management.**
4. Responsible for Pre Sales, Sales and Post Sales.
5. **Tele Sales Management and Call Quality Monitoring.**
6. Achieving sales targets of team and each executive.
7. Work with top management on developing strategies and future planning.
8. **Understanding the vision of the company and preparing required Sales Pitches and Sales Strategy accordingly for the team.**
9. Handled 10+ tele sales executives.

Sales manager (Assistant Sales Manager)

OKU TECH PVT. LTD. (FAST FOX) [20/07/2017 – 14/12/2017]

City: GURUGRAM | Country: India | Name of unit or department: SALES & MARKETING - Business or sector: Real estate activities

1. Tele Sales & Operation Management.
2. Client (Real Estate Agents) Acquisition & Handling, Customer Relationship Management.
3. Led a Team of 50+ Tele Callers.
4. Daily analysis of Sales & Operation reports.
5. **Monitoring, Controlling & Training of in-house Tele Sales Executives.**
6. Ensuring each team member performs his best with maximum efficiency.
7. **Interacting with Real Estate Brokers, Agents, House owners for Real estate Properties acquisition & retention**
8. **Staff Management, Office Administration and Revenue Management.**

Senior Executive

RELIANCE INFRA PVT. LTD. [03/09/2013 – 31/03/2017]

City: KANPUR | Country: India | Name of unit or department: SALES & MARKETING - Business or sector: Manufacturing

1. **Responsible for Client Acquisition, Retention, Relationship Management.**
2. Developing and Nurturing Channel Partners (Distributors, Retailers) etc.
3. Channel Sales, Revenue Generation and other BTL Marketing activity.
4. **Market Surveying and Competitors Analysis.**
5. Developing and Nurturing Channel partners (Distributors, Dealers, Retailers), Third Party Commission Agents etc.
6. Coordinating with senior manager on daily basis to give regular feedback of market.
7. Planning Monthly, Quarterly and Annually figures and tracking performance of Executives and Channel Partners both.
8. **Handling budgets for (Catering, Meetings, Marketing Activities)**
9. **Stock Inventory Management in ware house.**

SALES EXECUTIVE

JAI PRAKASH ASSOCIATES LTD. [01/07/2010 – 31/08/2013]

City: AGRA | Country: India | Website: <http://jalindia.com/> |
Name of unit or department: SALES & MARKETING - Business or sector: Manufacturing

1. **Responsible for Client Acquisition, Retention, Relationship Management.**
2. Developing and Nurturing Channel Partners (Distributors, Retailers) etc.
3. Channel Sales, Revenue Generation and **other BTL Marketing activity.**
4. **Market Surveying and Competitors Analysis.**
5. Developing and Nurturing Channel partners (Distributors, Dealers, Retailers), Third Party Commission Agents etc.
6. Coordinating with senior manager on daily basis to give regular feedback of market.
7. Planning Monthly, Quarterly and Annually figures and tracking performance of Executives and Channel Partners both.
8. **Handling budgets for (Catering, Meetings, Marketing Activities)**
9. Stock Inventory Management in ware house.

EDUCATION AND TRAINING

CORPORATE MBA

Suryadatta Group of Institute [01/12/2007 – 01/12/2009]

City: PUNE | Country: India | Website: <https://www.suryadatta.org/> | Field(s) of study: Business, administration and law: • Business and administration not further defined • Management and administration • Marketing and advertising | Final grade: 65% | NQF Level: Masters Program | Type of credits: Marks out of 100

MASTERS IN TOURISM & TRAVEL MANAGEMENT (REMOTE / DISTANCE EDUCATION MODE)

UTTARAKHAND OPEN UNIVERSITY [01/08/2016 – 01/07/2019]

City: HALDWANI | Country: India | Website: <https://www.uou.ac.in/> | Field(s) of study: Field unknown | Final grade: 65% | NQF Level: Masters Program | Type of credits: Marks out of 100

BACHELOR OF ENGINEERING (CIVIL)

Dr. BHIMRAO AMBEDKAR UNIVERSITY [01/07/2003 – 20/06/2007]

City: AGRA | Country: India | Website: <https://dbrau.ac.in/> | Field(s) of study: Engineering, manufacturing and construction: • Building and civil engineering | Final grade: 70% | NQF Level: Bachelor Program | Type of credits: Marks out of 100

EXECUTIVE DEVELOPMENT PROGRAM (ONLINE)

INDIAN INSTITUTE OF MANAGEMENT [01/03/2020 – 30/07/2020]

City: KASHIPUR | Country: India | Website: <https://www.iimkashipur.ac.in/> | Field(s) of study: Business, administration and law: • Marketing and advertising • Management and administration | Final grade: PASS | NQF Level: CERTIFICATION PROGRAM (ONLINE) | Type of credits: PASS

LANGUAGE SKILLS

Mother tongue(s): Hindi | English

DIGITAL SKILLS

artificial intelligence tools / Microsoft Excel / Social Media / Microsoft Word

ACADEMIC IELTS CERTIFICATION (6.5 GRADE)

IELTS CERTIFICATION (Academic)

Academic IELTS Certification (February 2021)

Total Grade = 6.5

Reading 6.5 Writing 6.0 Speaking 7.0 Listening: 6.5

Academic IELTS Certification (April 2024)

Total Grade = 6.5

Reading 6.5 Writing 6.0 Speaking 6.5 Listening: 6.5