**CURRICULUM VITAE**

**SANDEEP BAGGA**

Permanent Address:

Govind Puri, Kalkaji

New Delhi-110019, India

**E-mail:sandeep.bagga921@gmail.com**

**Mob:** +91-9354095118

**CAREER OBJECTIVE**

To seek a challenging position in any of the suitable positions like Contracting Specialist/Supervisor, Team Handling, Online Product Marketing Etc. with a dynamic organization that welcomes initiative, dedication and demands excellence; meeting business objectives and exceeding standards.

**PROFILE SUMMARY**

Professional with 5 years experience in the highly competitive tourism industry markets, responsibly assume the challenges and goals that the organization assigns me, adaptability to change, staff management, ability to work in teams and as a team leader quality, as well as to solve problems efficiently and achieve productivity goals set by the company and my work group. Exceptional communicator with a consultative sales approach, product development, strong negotiation skills, outstanding problem-solving abilities and a keen client needs assessment aptitude. Strong Knowledge about Offline Marketing through making Newspaper, Newsletters and Banners.

**KEY SKILLS**

* Team work - Effectively communicates to delegate responsibilities using interpersonal skills.
* Products - Experience in performing research studies towards product development. Deep knowledge about **MS Office (MS Word, MS Excel & MS Outlook**

**PROFESSIONAL EXPERIENCE**

**Unico Retail Pvt Ltd**

**Sr. MIS Executive cum Sales Coordinator (Nov 2021 to Aug 2022)**

**Role & Responsibility:-**

* Unico has its own manufacturing with (**Peperone Brand)** making all kinds of ladies handbag, sling bag, laptop bags, duffle bags, gent’s wallets and also dealing in one of the renowned brand Lapis.
* Unico also deals in some of generic products like Kitchen’s Appliances, Kid’s toys (ORO), Electricals Devices.
* Unico gets customer’s data on daily basis through their client’s portal (Loyalty Rewards, Global Rewards Solutions, Easy Rewards Solutions) in CSV. Excel format.
* Clients get data from banks like SBI, ICICI, FED, AU, RBL banks in the form of rewards points.
* Manage all customer's data in google sheet & Excel. (V Lookup, H Lookup, Pivot & Charts, Data Validation, Sum if, Count if)
* Placing order through courier our partners ship rocket, picker & smart ship.
* Take care of inventory in stock & out of stock.
* Managing all MIS related customer's data.
* Interact with customer in case of issue in product & customer’s feedback.
* Daily 400 to 500 order processing for different portals.

**Onkar InfoTech Pvt. Ltd.**

**Marketing Executive (March 2016 – October 2020)**

**Role & Responsibility:-**

* In March 2016, Joined as a Marketing Executive for 5 years in Onkar Infotech Pvt. Ltd.(M/s. Southall Travel Ltd.) UK based Travel Company.
* Company deals in ticket booking, hotel booking and visa counseling.
* Manage all data in excel with the help of multiple formulas like V + H Lookup, Index Match, Pivot & Chart.
* Total work experience in this company of 5 years in marketing department and give them good business.
* Promote company products offline and online on their sister concerns websites Away Holidays, Cheap Ticket, Travel Trolley, Apple Travel House, and also engaged in Outbound Tours, Hotel Bookings and Corporate Travel.
* Supervising all worldwide contracts & uploaded by team in the Off-line portal for sales support. Also negotiate & re-negotiate the contract rates, special offers, hotel reservations, room rates etc. while remaining in compliance with relevant regulations.
* Keeping Track of Services Booked Correctly (Hotel & Visa).
* Skills to motivate the team members to achieve the group/individual targets.
* Skills to compete the prices & offers cheaper than the other competitors with best deals & services.

**Casio India Co. Pvt. Ltd**

**Sales Coordinator cum MIS Executive (Jan 2014 to Feb 2016)**

**Role & Responsibility:-**

* Casio is a Japanese MNC based company and leading global manufacturer of electronic products and solutions for consumer, business and industrial needs based on innovative and energy efficient technologies and strongly believes in designing products and keeping the environment in mind.
* Company deals in electronic products like Musical instrument, Watch, Calculator, Digital camera etc.
* As a Sales Coordinator responsible for all the coordination work.
* Coordinate with our RO Regional office’ staff at different locations their day to day activities regarding sales.
* As a MIS Executive Responsible to create the Daily &Weekly MIS Reports to satisfy the project and schedules.
* Responsible for Dispatch of stock at related destination on time.
* Take care of inventory for Modern Retail Department for Watch only.
* Team Management (Provide Data on Time along with good quality and quantity).
* Data entry & Data editing.
* Maintain sanction note for our department’s staff designation wise visiting anywhere in India store.
* Handling E-mails on Outlook.
* Analyze business information to identify process improvements for increasing business efficiency and effectiveness.

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| **EDUCATION QUALIFICATION** | | |
| **Year** | **Programme** | **University/Board** |
| 2014 | **Bachelor of Arts** | Delhi University |
| 2009 | **Senior Secondary** | NIOS (National Open School) |
| 2007 | **Matriculation** | NIOS (National Open School) |

**PERSONAL DETAILS**

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| --- | --- |
| Father's Name | Lt. Sh. Inderjeet Singh |
| Date of Birth | October24, 1988 |
| Marital Status | Unmarried |
| Personal attributes | Analytical, communication skills, Result oriented approach |
| Nationality | Indian |
| Language Known | Hindi & English |

**Declaration:**I hereby declare that all the statements as mentioned in this CV are true, complete and correct to the best of my knowledge and belief.

Date:

Place:

**(Sandeep Bagga)**