



Manoj Sharma

📅 26/05/1995 🇮🇳 Indian 📍 Ward No. 10, Vijay Colony, Bagar, Jhunjhunu, India
☎ +91-9887007781, +91-9610595477 ✉ mannusharma.manoj007@gmail.com
🌐 <https://www.linkedin.com/in/manoj-sharma50716a1b9>

Profile

I am dedicated to continuously improving corporate learning skills and have a strong passion for every aspect of corporate culture. I am eagerly seeking opportunities to enhance my skills in order to become a more effective leader and contribute to the growth and success of the organization. I am motivated to acquire and apply new knowledge and strategies to drive improvement and excel in leadership roles.

Education

2016
Jhunjhunu, Rajasthan,
India

B. Com
Rajasthan University

Work Experience

Sept 2023 –
Currently Working

Sales manager
EffeBot.

Job Responsibilities: -

Communicating with clients: • attracting new clients to work with; • developing new and existing clients; • assisting clients with using the service; • confirming the value of using our service; • complying with the plans placed by your seniors.
Inside work: • reporting to the head of the group on a daily basis; • communicating with technical support when needed; • controlling clients in CRM system in accordance with the rules of the company; • Communicating with the clients via phone, email, messengers.

11/2022 – 06/2023
India

Admin Executive
MSBC Solution India Pvt. Ltd.

Job Responsibilities:

In my role, I am responsible for managing client renewals across India, ensuring a seamless process. This includes maintaining and updating the CRM system (Pipe drive), generating accurate quotations and invoices as per portal requirements, and organizing meetings and booking calendars for efficient coordination. I liaise with the account department to follow up on payment confirmations and oversee the annual maintenance contracts (AMC) for clients. Additionally, I actively engage with clients to facilitate renewals and AMC agreements. Collaborating closely with the business and sales teams, I handle negotiations and successfully close deals. I also arrange webinars with the team's support and maintain monthly progress reports for senior management, providing accurate forecasts. Another aspect of my role involves planning the budget for travel accommodations for the sales team. Furthermore, I arrange Zak Expo events, manage office supplies inventory, monitor statutory compliance areas, and submit and reconcile expense reports.

04/2021 – 06/2021
India

Work Experience

Business Development Trainee BYJU

Job Responsibilities:

- Successfully completed a 3-month internship, gaining valuable hands-on experience and practical knowledge in the field.
- Conducted counseling sessions with parents and children, providing guidance and support in educational and personal development matters.

06/2015 – 01/2020
India

Administrative Assistant D-One IT Services

Job Responsibilities:

- Proficiently managed CRM platforms, specifically Lead square and Knowlarity, ensuring accurate data management and effective utilization. Implemented successful marketing strategies to attract and engage potential clients and business partners.
- Conducted both cold and warm calls using the Ameyo system to connect with prospects and establish fruitful relationships.
- Maintained and updated paperwork, while efficiently managing documents and performing word processing tasks.
- Contributed to the organization and upkeep of office common areas, promoting a clean and organized work environment.
- Welcomed and assisted clients and visitors as needed, ensuring a positive and professional experience.
- Generated quality leads for the sales team, leveraging effective lead generation techniques.
- Managed inventory and replenished office supplies in a timely manner, ensuring smooth operations.

Certification

1. CCA (Certificate in Computer Application)
2. RS-CIT (Rajasthan State Certificate in Information Technology)
3. NDLM (National Digital Literacy Mission)
4. Spoken English (All India Council of Professional Excellence)

Strengths

Positive Attitude

Strong Decision Maker

Well Disciplined

Team Work

Convincing Skills

Integrity

Languages

English



Hindi



Hobbies



Travelling



Capturing Moments



Feeling The Music



Every Kind of Sport