

## CURRICULUM VITAE

**Sunil Sharma**

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*Location Preference: Delhi-NCR*

*- Demonstrated skills in ensuring optimal customer service & consistently exceeding performance*

### **PROFILE SUMMARY**

Offering experience of **over 16 years** in:

- |                                  |                        |                             |
|----------------------------------|------------------------|-----------------------------|
| - Sales & Marketing              | - Business Development | - Revenue Generation        |
| - Client Relationship Management |                        | - Liaison & Coordination    |
| - Team Management                | - B2B Sales            | - Reporting / Documentation |
| - Licensing                      |                        |                             |

### **Academic**

- Graduate from M.D. University, Rohtak, Haryana.

### **Professional**

- MBA- Manipal Academy of Higher Education.

Computer proficiency & other skills:

Basic knowledge of Ms-Office, Tally ERP 9.0, Internet and emailing.

### **Achievements:**

Best new comer in ICICI Lombard North zone.

Team Leader Promoted within 4 month in ICICI Lombard.

Top of all India ranking of ICICI Lombard.

### **Work Experience:**

Currently Employer: - **S.Chand Group of Hotels, New Delhi**

Designation: - Manager.

May 2011 till Present

Responsibilities: -

- Manage contacts with Guests and the Co-operates.
- B2B & B2C Sales.
- Identification of different segment of Markets and sales opportunities.
- Client Meet and Conducting familiarization trips and site inspection.
- Requirement gathering and preparation of proposals.
- Negotiation and formulation of contracts.
- Creating, Maintaining and Developing Customer database.
- Generating Daily Sales Report / Weekly Productivity Report / Monthly expense reports.
- Update customer database and promote sales of other service products through our existing Clients.
- Generating Revenue, Handling sales/ corporate sales, Innovating new ideas to generate Sales, Manage relationship with existing clients to maximize revenues, Market search and fix up appointments with new clients, Tie-ups with new corporate and online travel agents also, Monitoring customer service scores and ensuring feedback is given.
- Handling post sales service like- billing, follow up of payments, Follow ups for new guests

**Previous Employment(s)/Designation(s)**

Company: **The Apex Courtyard Hospitality Pvt. Ltd. - Gurgaon.**

Designation: Asst. Manager

Period: Aug09- Apr2011

**Duties:**

- Generating new corporate clients.
- Retain old corporate.
- Retaining & negotiate new & old clients.
- Follow ups sales calls.
- Train new sales executives.
- Making aggressive daily sales visit to the corporate, online travel agents, tour operators and travel agents to close the future Deals.

Company: **Birla Sunlife Insurance Co. Ltd. Gurgaon.**

Designation: Agency Manager

Period: June08 July09

**Duties:**

- Recruitment of Financial Advisors.
- Responsible for generating sales leads, qualifying new prospects, and developing new customers.
- Identification of attractive business opportunities.

Developing a business plan and sales strategy for the market that ensures attainment of company's Sales goals and profitability.

Maintaining the contact with all clients in the market area to ensure high levels of client satisfaction.

Giving clients presentations.

Company: **ICICI Lombard GIC Ltd. - Gurgaon.**

Designation: Team Leader

Period: July04-May08

Duties:

Direct Selling of General Insurance.

Handling a Team of 5 Sales Officers.

Providing Sales Training for New Sales Team.

Recruiting new sales team.

Responsible for generating Business for company by interacting with customers.

Providing Post Sales Service to the Clients.

Company: **Maharaja White line (I) Ltd. Gurgaon.**

Designation: Sales Officer

Period: Sept.03-June04

Duties:

Direct selling of Home Appliances.

Responsible for generating business for company by interacting with customers.

Arranging data for Tele-calling and generating Leads.

Additional Details:

Personality:

I am keen & noble person. I am result-focused individual, who believes in my own strength, skills and roles while remaining flexible. Hard work and sincerity are my inborn traits. I have good teamwork skills and find myself fit for any team based organization.

Personal Information

Date of Birth : 10 April 1977

Permanent address : V& P.O Haluwas, Distt. Bhiwani, Haryana -127021

Languages known : English & Hindi

Hobbies : Traveling, Meeting with People & Making friends

Place:

**(SUNIL SHARMA)**

Date: