

CURRICULUM VITAE

GAUTAM SETH

H.No-12, Beauty Avenue, Phase-1, Amritsar.
9815549024 (M), E-mail: sethgautam78@gmail.com

OVERVIEW:

OVERSLL 15 YEARS EXPERIENCE OF SALES & BACKEND OPERATIONS IN TELECOM & E-WALLET INDUSTRIES WITH STRONG LEADERSHIP & RELATIONSHIP BUILDING SKILLS ALSO PERFORMANCE DRIVEN & EXCELLENT AT HANDLING MULTIPLE TASKS UNDER PRESURE.

YEAR	ORGANISATION	PROFILE HANDELED	DESIGNATION
JUNE 2023 - MAY 2025	SAGA STUDIES PVT LTD	BRANCH MANAGER	BRANCH MANAGER
AUG,2022 - JUNE 2023	INDUS TOWERS LTD	CIRCLE SITE ACQUISITION - NB AREA MANAGER	ASSISTANT MANAGER
NOV,2019-MARCH,2020	MSWIPE TECHNOLOGIES PVT LTD	ZONAL SALES MANAGER	ZONAL HEAD
DEC,2016-JAN,2019	PAYTM	AREA SALES MANAGER	MANAGER
OCT,2015-DEC,2016	IDEA CELLULAR LTD	URBAN TERRITORY MANAGER(Prepaid)	ASSISTANT MANAGER
JUNE,2014-SEP,2015	VIDEOCON TELECOM	URBAN TERRITORY MANAGER(Prepaid)	ASSISTANT MANAGER
JAN,2009-MAY,2014	AIRTEL	RURAL TERRITORY MANAGER (Prepaid)	SR. EXECUTIVE
DEC,2007-DEC,2008	AIRTEL	POSTPAID CHANNEL SALES EXECUTIVE	EXECUTIVE
APRIL,2004-NOV,2007	AIRTEL	MIS EXECUTIVE, OFFICE COORDINATOR	OFFROLL EXECUTIVE

WORK EXPERIENCE:

- A. WORKED AS BRANCH MANAGER, SAGA STUDIES PVT LTD (OVERSEAS EDUCATION CONSULTANT COMPANY) FROM JUNE 2023 TO MAY 2025.OVERALL RESPONSIBLE FOR HANDLING THE BRANCH.**

JOB PROFILE

- TO HANDLE CLIENT QUERIES ANS ENSURE SMOOTH FUNCTIONING OF STUDENT ADMISSION PROCESS.
- MONITOR COMPLIANCE WITH COMPANCY POLICIES.
- HANDLE GRIEVANCES AND RESOLVE CUSTOMERS COMPLAINTS.
- IDENTIFY NEW OPPORTUNITIES FOR PARTNERSHIPS WITH EDUCATIONAL INSTITUTIONS FOR SEMINAR AND WORKSHOPS.
- REPRESENT THE BRANCH AT EDUCATIONAL FAIRS, SEMINARS AND NETWORKING EVENTS.
- PREPARE REPORTS ON BRANCH PERFORMANCE AND SUBMIT TO SENIOR MANAGEMENT.

- B. WORKED AS CIRCLE SITE ACQUISITION - NB AREA MANAGER WITH INDUS TOWERS LTD FROM AUG 2022 TO APRIL 2023. OVERALL RESPONSIBLE FOR ACQUIRING PROPERTY FOR INSTALLATION OF MOBILE TOWER AS PER REQUIREMENT OF MOBILE OPERATOR IN JALANDHAR DISTRICT.**

JOB PROFILE

- TO ACQUIRE THE PROPERTY FOR INSTALLATION OF MOBILE TOWERS AS PER THE REQUIREMENT OF MOBILE OPERATOR.
- TO ACHIEVE THE ACQUISITION TARGET THROUGH TEAM AND SELF SOURCING.
- TO COORDINATE WITH LANDLORD AND DIFFERENT DEPARTMENTS OF COMPANY FOR SUCCESSFUL INSTALLATION OF MOBILE TOWERS.
- RESPONSIBLE FROM AGREEMENT TO THE FIRST RENTAL PAYOUT TO LANDLORD.

- C. WORKED AS ZONAL SALES MANAGER WITH MSWIPE TECHNOLOGIES PVT LTD FROM 25TH NOV 2019 to 17TH MARCH 2020. OVERALL RESPONSIBLE FOR NEW MERCHANT ACQUISITION FOR ALL TYPES OF PRODUCTS LIKE MQR, POS, AMC. ALSO RESPONSIBLE FOR REVENUE GENERATION FROM MERCHANT - BASE IN PUNJAB,HIMACHAL & J&K FOR DIGITAL PAYMENT BUSINESS.**

JOB PROFILE

- HANDLED 3 STATES PUNJAB, HIMACHAL AND J&K WITH BUDGETED MANPOWER OF 2 SM, 9 TL AND 135 FOS FOR NEW MERCHANT ACQUISITION AND REVENUE GENERATION.
- TO CREATE, MANAGE AND ANALYZE PERFORMANCE DATA OF TEAM MEMBERS TO INCORPORATE THE DESIRED STRATEGIES TO ACHIEVE THE TARGETS.
- TO RECRUIT NEW MANPOWER AS PER ALLOCATION, OVERSEEING THEIR INDUCTION & TRAININGS AND PRODUCTIVITY.
- TO WORK CLOSELY WITH FACILITY MANAGER, IT MANAGER & HR DEPARTMENT.

D. WORKED AS AREA SALES MANAGER (MANAGER) WITH PAYTM (ONE97 COMMUNICATION LIMITED) FROM DEC 2016 TO JAN 2019. OVERALL RESPONSIBLE FOR DEVELOPING MERCHANT BASE, TRANSACTIONS AND REVENUE GENERATION IN AMRITSAR, GURDASPUR AND TARANTARAN DISTRICTS.

JOB PROFILE

- HANDLED A TEAM OF 4 ASST. MANAGERS AND 40 FSES FOR MERCHANT TIE-UPS AND CREATING MERCHANT & CUSTOMER BASE OF PAYTM IN GIVEN TERRITORY.
- TO ORGANISE VARIOUS PROMOTIONAL ACTIVITIES & AWARENESS CAMPAIGNS IN URBAN AS WELL AS RURAL AREAS FOR PRODUCT KNOWLEDGE AND CASHLESS DRIVES TO BUILD BRAND PREFERENCE.
- TO CREATE, MANAGE AND ANALYZE PERFORMANCE DATA OF TEAM MEMBERS TO INCORPORATE THE DESIRED STRATEGIES TO ACHIEVE THE TARGETS.
- TO RECRUIT NEW MANPOWER AS PER ALLOCATION, OVERSEEING THEIR INDUCTION & TRAININGS.
- TO WORK CLOSELY WITH FACILITY MANAGER, IT MANAGER & HR DEPARTMENT AND OVERALL RESPONSIBLE FOR ADMINISTRATION WORK OF BRANCH OFFICE ALSO.

E. WORKED AS TERRITORY SALES MANAGER (ASSISTANT MANAGER) WITH

- 1. IDEA CELLULAR LIMITED - (OCT 2015 - DEC 2016) - BATALA**
- 2. VIDEOCON TELECOM - (JUNE 2014 - SEP 2015) - JALANDHAR**

JOB PROFILE

- HANDLED THE SALES OF PRE-PAID CARDS, E-CHARGE AND RECHARGE COUPONS THROUGH THE DISTRIBUTOR AND TO ENSURE THE MARKET SHARE IN TERMS OF SOGA & CMS AS PER GIVEN TARGETS.
- TO MOTIVATE SALES TEAM OF CHANNEL PARTNERS THROUGH TRAINING ON PRODUCT, QUALITY OF SALES AND SERVICE AND PASSING ON APPROPRIATE INFORMATION.
- OVERALL MANAGEMENT AND DEVELOPMENT OF OPERATIONS OF THE DISTRIBUTION CHANNEL.
- TO IDENTIFY MARKET POTENTIAL, SALES PLANNING, TARGET SETTING AND ACHIEVEMENT ON MONTHLY AND QUARTERLY BASIS.
- TO MANAGE VARIOUS MARKETING ACTIVITIES (LIKE CANOPY ACTIVITY) AND TAKE CARE OF THE MERCHANDISING AND VISIBILITY AT RETAIL OUTLETS.

F. WORKED AS RURAL TERRITORY MANAGER (SR. EXECUTIVE) WITH BHARTI AIRTEL SERVICES LTD FROM JANUARY 2009 TO MAY 2014.

JOB PROFILE

- HANDLED THE SALES OF PRE-PAID CARDS, E-CHARGE AND RECHARGE COUPONS THROUGH THE DISTRIBUTOR AND TO ENSURE THE MARKET SHARE IN TERMS OF SOGA & CMS AS PER GIVEN TARGETS.
- TO MOTIVATE SALES TEAM OF CHANNEL PARTNERS THROUGH TRAINING ON PRODUCT, QUALITY OF SALES AND SERVICE AND PASSING ON APPROPRIATE INFORMATION.
- OVERALL MANAGEMENT AND DEVELOPMENT OF OPERATIONS OF THE DISTRIBUTION CHANNEL.
- TO IDENTIFY MARKET POTENTIAL, SALES PLANNING, TARGET SETTING AND ACHIEVEMENT ON MONTHLY AND QUARTERLY BASIS.

- TO MANAGE VARIOUS MARKETING ACTIVITIES (LIKE CANOPY ACTIVITY) AND TAKE CARE OF THE MERCHANDISING AND VISIBILITY AT RETAIL OUTLETS.

G. WORKED AS SALES EXECUTIVE (POSTPAID) WITH BHARTI AIRTEL SERVICES LTD. AMRITSAR ZONE FROM DEC 2007 TO DEC 2008.

JOB PROFILE

- MANAGED POSTPAID SALES FROM FRANCHISE SHOWROOMS AND DISTRIBUTION NETWORK.
- DEVELOPED ASSIGNED AREA IN TERM OF BUSINESS GROWTH.
- TO TAKE CARE OF PERFORMANCE OF ALL FRENCHIES SHOWROOMS OF GIVEN TERRITORY.
- TO COORDINATE WITH RETENTION TEAM TO CONTROL THE CHURN AND BADDEBTS.

H. WORKED WITH 'BHARTI AIRTEL LTD' AS 'EXECUTIVE MIS' AT HEAD OFFICE MOHALI.FROM JULY 2006 TO NOV 2007.

JOB PROFILE

- TO PREPAIR & MAINTAIN MIS OF PREPAID SEGMENT FOR PUNJAB CIRCLE.
- TO ASSIST GM SALES VARIOUS MIS PREPARATIONS.
- HANDLED ALL OPERATIONAL WORK REGARDING APPOINTMENT OF NEW DISTRIBUTOR.
- HANDLED ADMINISTRATION OF DIST/FOS/RETAILER OF EASY CHARGE SYSTEM.(CHANGE OF BEAT OF FOS, EASY CHARGE CONFIGURATION, BARRING UNBARRING OF E-CHARGE SIM)
- TO PREPAIR SCHEME PAYOUTS OF DISTRIBUTOR LAUNCHED BY MARKETING DEPT. FROM TIME TO TIME.

I. WORKED FOR 'BHARTI TELE-VENTURES LTD' AS 'REGIONAL OFFICE COORDINATOR' AT AMRITSAR REGIONAL OFFICE FROM APRIL 2004 TO APRIL 2006.

JOB PROFILE

- TO GENERATE RESULT ORIENTED SALES REPORTS & MIS ON DAILY & MONTHLY BASIS.
- TO COMMUNICATE OF NEW SALES POLICIES AND PLANS AND UPDATE THEM TO ALL IN SALES AND CHANNEL PARTNERS.
- TO COORDINATE AND INTERFACE WITH HEAD OFFICE FOR DAY TO DAY WORK.
- PROBLEM RESOLUTION OF WALK-IN CUSTOMERS.
- INVENTORY MANAGEMENT OF SIMS.
- OFFICE MANAGEMENT.

PROFESSIONAL QUALIFICATION : M.B.A. FROM IGNOU (NEW DELHI) IN YR 2002.

ACADEMIC QUALIFICATION : B.COM. FROM G.N.D.U (Amritsar) IN YR 1999

COMPUTER LITERACY CERTIFICATE IN COMPUTING (six months) FROM IGNOU
(Covering windows 2000, Word,Excel, Power point
and other basic knowledge of Computers.)

STRENGTHS : HARD-WORKER, HONEST, GOOD INTERPERSONAL SKILLS, ABILITY TO MOTIVATE OTHERS

LOCATION PREFERENCE : AMRITSAR (NOT A CONSTRAINT IF OPPORTUNITY IS INVITING.)

LANGUAGES : ENGLISH, HINDI, PUNJABI

PERSONAL INFORMATION

DOB 1st November 1978
SEX MALE
MARITAL STATUS MARRIED