

SOURABH VERMA



CONTACT

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EDUCATION

- **Masters in Business Administration**
(2014-2016)
- **Bachelor in Commerce**
(2011-2013)
- **AISSE**
(2010)
- **AISSCE**
(2008)

OBJECTIVE

Utilize my knowledge, Talent, Experience & skills to grow myself giving priority to my work & help organisation in achieving their goals.

EXPERIENCE

Business Development Executive **Arabian Kraft Consulting | Manana-Bahrain | 2020-Present**

- Keep prospective client database updated and Analyze for Business Activity.
- Maintain knowledge of all product and service offerings of the company.
- Work with senior team members to identify and manage risks.
- Researching organisations and individuals online (especially on social media & Websites) to identify new leads and potential new markets.
- Planning and overseeing new marketing initiatives.

Mis Executive & Documents Auditor **S.L.Chhajed & Co. (An Associate of Vodafone Mobile Services limited) | Bhopal | 2012-2020**

- Handling Daily Mails Activity to Vodafone & Softage & NSB BPO (Document Management Company of Vodafone).
- Audit of Prepaid CAFs & Postpaid CAFs on regular basis & preparing Daily Audit Report & Monthly Report on basis of audit observation & analyzing operations.
- Co-ordinate with Document Management Company for Daily Data for filtration for Audit on the basis on different basis.

- Audit of CAFs on the parameter of VTM for TRAI on monthly basis & finalize their report for the timely submission.
- Managing entire office MIS, Attendance & other Reports (TAT, Activation, Rejection, Delay Activation) as required by upper level for future decision.
- Preparing different presentation for the basis of TAT, Activation on the basis of Zone, Distributor, Softage & NSB on daily, monthly, Quarterly, Half yearly & yearly basis.

Mis Executive & Office Assistant

R.R.Engineers (Distributor of Microtek Inverters & Batteries) | Faridabad | 2011-2012

- Preparing Various Report on Daily Sales on regular basis.
- Handling payment & Collection from Suppliers & Local Purchaser, Bank activities & others documents work.
- Proper checking of Stock as per system stock record on daily basis.

Internal Auditor & MIS Executive

Maxim Retail Private Ltd (Franchisee of Levi's, Raymond, Reebok, Blackberry) New Delhi | 2010-2011

- Checking Stock at 11 Outlets & Showrooms as per system stock report & Prepare Various Report on basis of Stock Audit on regular basis of 11 Outlets & Showroom.
- Updating daily sales register as per Outlets & Showroom Report after verified from server.
- Preparing order sheet after reviewing sales of different stores & trending of market & Ensure proper availability of stocks of all sizes & designs.
- Preparing salary sheet & incentive sheet of staff as per sales given by them.
- Maintaining Attendance of Staff of 11 Outlets & Showroom.

COMPUTER KNOWLEDGE

- MS-Office (Word, Excel, Powerpoint, Access, Outlook)
- Internet
- Tally ERP 9.0
- Hardware & Software Knowledge.

PERSONAL DETAILS

Date of birth:	09 th Jan 1991.
Marital status:	Single
Father Name:	Mr. Niranjana Kuma Verma
Language known:	English, Hindi
Passport Status:	Available with 10 years of Validity

Permanent Address: Q-79, First floor, Back side, Vikas Vihar, Manas Kunj Road,
Uttam nagar, Delhi-110059
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Emergency Contact Number: +91-9993508355.
Nationality: INDIAN
Hobbies: Travelling, Gaining knowledge & facts over internet.

Place:

Date: (Sourabh Verma)