



**Bharati College**

University of Delhi

**OPUS**

Training and Placement Cell



## PLACEMENT OPPORTUNITY



**CONTRARIAN VENTURES LLP**

**(ATMOZ)**

### PROFILES

1. Operations Executive
2. Senior Sales Manager  
(Field Sales)

### ELIGIBILITY

- Third Year,  
Bharati College Students
- *Operations*  
B.Com (Hons) and B.Com
- *Sales*  
All Courses

### WORK TIMINGS

**10 AM to 7 PM**

### SELECTION PROCEDURE

- CV Shortlisting
- Telephonic Interview
- In-Office Interview

### PACKAGE

• *Operations Executive*  
**INR 18-25k/Month CTC + Incentives & Perks**

• *Senior Sales Manager*  
**INR 18k-40k/Month CTC +Incentives & Perks**

### WORK DAYS

**Monday to Saturday**

### JOINING

**IMMEDIATE** (*Exam Preparatory leaves will be provided*)

### MODE

**In-Office**

### OFFICE LOCATION

**Vaishali, Ghaziabad,  
Uttar Pradesh - 201010**

**Register by 11th October 2021,  
12 Noon**



# JOB DESCRIPTION

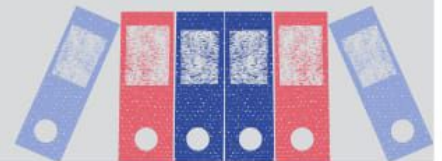
## OPERATIONS

### Responsibilities:

- Pre & Post sales dealing with clients and backend functioning
- Highly organized with a keen attention to detail
- An open and participatory style that encourages creativity, cooperation and sharing of information across different departments
- Flexibility and adaptability to a fast-paced working environment, Good level of written and oral English communication skills and Good computer skills in spreadsheets and word processing
- Demonstrated flexible attitude and ability to work both autonomously and as part of the team
- Facilitates correspondence and manage his e-mail inbox while exercising initiative, discretion and confidentiality. Telecalling & email activities
- Provides administrative support, oversees administrative tasks in the office and performs other duties as required

### Required Skills:

NPS, Insurance, TDS, GST, Data Management, Data Upload, MIS Record Keeping, Client Communication, Project Delivery, Office Administration, Handling client mails

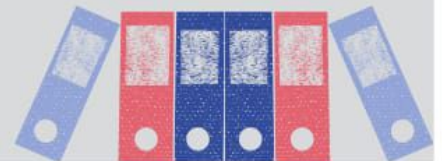


# JOB DESCRIPTION

## SENIOR SALES MANAGER

### Responsibilities:

- Generating leads
- Meeting or exceeding sales goals
- Negotiating all contracts with prospective clients
- Helping determine pricing schedules for quotes, promotions, and negotiations
- Preparing weekly and monthly reports
- Giving sales presentations to a range of prospective clients
- Coordinating sales efforts with marketing programs
- Understanding and promoting company programs
- Obtaining deposits and balance of payment from clients
- Preparing and submitting sales contracts for orders
- Visiting clients and potential clients to evaluate needs or promote products and services
- Maintaining client records
- Answering client questions about credit terms, products, prices and availability





# JOB DESCRIPTION

## SENIOR SALES MANAGER

### Requirements:

- Experience in sales, Understanding of the sales process and dynamics
- A commitment to excellent customer service
- Good written and verbal communication skills
- Superb interpersonal skills, including the ability to quickly build rapport with both customers and suppliers
- Experience using computers for a variety of tasks, Competency in Microsoft applications including Word, Excel, and Outlook
- Able to work comfortably in a fast paced environment, Own Conveyance will be an advantage
- Travelling (Field sales)

### Required Skills:

- B2B Sales and Institutional Business
- Selling Experience and Contact of HR/Finance Personnel
- Selling HR Tech/Portfolio
- Retiral, Risk and Other Corporate Solutions
- Sale of Appliances

