

# SURBHI MEENA

## MANAGEMENT AND COMMERCE COACH

### ORGANIZATION

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Khushi Sansar Pvt Ltd.  
( A Renowned Real Estate Company)

### DESIGNATION HANDLED

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senior Administration Manager  
A Challenging Position that will enable me to contribute to the Organization Goals availing an opportunity for growth and advancement.

### JOB PROFILE

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- . Project accounting.
- . Keeping accounts of suppliers.
- . Keeping accounts of customers.
- . Dealing with banks for housing Loans for clients.
- . All the paperwork.
- . Income statement, Balance sheet, Cash flow.
- . Keeping up-to-date records of all transactions.
- . Keeping the collection of payments /cheques from clients.
- . Follow up on all the collection of the clients.
- . Recruitment of Sales team and back-office staff.
- . Handling all back-office staff.
- . Management Information System.
- . Computers;MS Office,excel,word,Email,Internet.

### PROFESSIONAL CAREER

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Manager –Media Solutions (SM)-(Corporate & New Business)  
02May 2007 – July'2009

Sr. District Tele Sales Manager ( Sr. DTSM)-(Corporate & New Business)  
1st April 2005 – 30th April 2007

District Tele Sales Manager (DTSM)-(Corporate & New Business)  
3rd Oct 2003 – 31st March 2005

Senior Tele Sales Executives (Sr. TSE)  
1st Sep 2002 - 30th Sep 2003

Tele Sales Executives (TSE)  
9th Jan 1999 - 31st Aug 2002

### TRAINING

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- Took Initial sales training in May 1999 at Jaipur.
- Took Advance sales training in Nov 2002 at Chennai.
- Took Advance sales training in february'2003 at Bang lore.
- Took Managers Training in Nov 2006 at Delhi.
- Took Senior Managers Training in June 2007 at Delhi.