**Praveen Raikwar**

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**To organize a competitive edge and expertise in developing well managed and effective strategies, so that I can deliver the maximum of myself to my employer to fulfil my commitment towards the organization and to make a successful carrier in Telecom Industry.**

***Career Snapshot***

* **Nearly 6 year Experience in Sales & Backend Support As A MIS & Sales Coordinator, Analyst .**
* Presently associated with **Bharti Airtel ,Jabalpur , as a Zonal Sales Coordinator.**
* Past Experience with **Beam Suntory , Gurgaon, as a Marketing MIS.**
* Worked also is with **Reliance Communication Ltd, JAIPUR, Raj. as a Senior Sales Coordinator In Wireless.**
* Worked also is with **Idea Cellular Ltd ,Chhindwara MP as a Branch Coordinator .**
* Worked also with **Coca Cola Company Jabalpur as a Circle MIS Coordinator.**
* Worked Also with Bharti Airtel in DTH as a MIS in Distributor Point .
* An innate flair for accepting challenges with entrepreneurship abilities in managing & leading overall functions and achieving desired targets Skilled .
* An Strong analytical, problem solving & organisational abilities SAP for Generation and closure of work orders for Projects and O&M related activities.

***Competency Forte***

**MIS & Analyst Operations**

* Direct interaction with Circle management for Operational issues and regular follow up for same.
* Coordinating with Deployment, S A, Sales Teams
* Maintaining Circle reports ,analyses on daily basis at Zonal/Circle level
* Working with advance Excel ,macros, access and multiple MS Office tool
* Collecting primary and secondary daily sales data and maintaining records
* Evaluating performance & monitoring marketing activities
* Working with sap, Salesforce ,zylem
* Multi-task effectively – Prioritize independently and meet tight deadlines at all costs
* Prepared clear sales analysis, as well as sales reports, sales-order status, sales agreements, in-time proposals and presentations.
* Research and execution abilities
* Strong network development capacities
* Forecasting sales measurements and identifying marketing scope for the development of effective business plans

**Key Skill**

* Preparing Weekly and monthly review presentation for circle
* Working on SAP for Generation and closure of work orders..
* Working with Application for Preparation of performance KPI’s reports and analyzing on daily basis.
* Identified key demographic data to aid in market research
* Good Communication Skills
* Can work effectively in team, as well as individually
* Work on Application Software MS Excel, , Ms Access. Power Point
* Adaptability to new technology
* Excellent coordinating capability
* Customer relationship management and public relations
* Managed heavy work loads and sales schedules
* Recording and solving client issues in connection with administration of action plans

***Employment Detail***

**Since May’18 to till date Working with Bharti Airtel ,Jabalpur , as a Zonal Sales Coordinator.**

* **Prepares marketing reports by collecting, analysing, and summarizing sales data.**
* **Macro & VBA Coding is Excel for Easy report**
* **Graph and chart preparation**
* **Supports sales staff by providing sales data, market trends, forecasts, new product information.**
* **Researches competitive products by identifying and evaluating product characteristics, market share, pricing, and advertising; maintaining research databases.**
* **Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.**
* **Order Generation,** Update ,Deletion ,modification in Sap
* **Coordinate** with all team Member & Function
* **Resolving** Distributor & Customer Issue
* **New Distributor** Appointment & Full and Final Settlement
* Analyse New Product & Preparing Report as per requirement
* Resolve all issue in Team member
* BTS wise Report

**Since Jan’18 to May’18 Working With Beam Suntory as a MIS Executive In Marketing.**

* **Prepares marketing reports by collecting, analysing, and summarizing sales data.**
* **Macro & VBA Coding is Excel for Easy report**
* **Graph and chart preparation**
* **Keeps promotional materials ready by coordinating requirements with graphics department; inventorying stock; placing orders, maintained stocks.**
* **Supports sales staff by providing sales data, market trends, forecasts, new product information.**
* **Researches competitive products by identifying and evaluating product characteristics, market share, pricing, and advertising; maintaining research databases.**
* **Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.**

**Since Sep’15 To Nov’17 Working With Reliance Communication Ltd as a Sr. Sales Coordinator In Wireless**

* **Daily morning** Report Sent to all team
* **Macro & VBA Coding is Excel for Easy report**
* **Graph and chart preparation**
* **Hourly Report** sent in 5 time in day
* **Monthly & Weekly** Review PPT
* **Order Generation,** Update ,Deletion ,modification in Sap
* **Coordinate** with all team Member & Function
* **Resolving** Distributor & Customer Issue
* **New Distributor** Appointment & Full and Final Settlement
* Analyse New Product & Preparing Report as per requirement
* Resolve all issue in Team member
* BTS wise Report

 **Since May’15 to Sep’15 with Idea Cellular Services Ltd, Chhindwara MP as a Branch Coordinator**

* **Daily morning** Report Sent to all team
* **Soga Report ,CMS Report** flash to all Member
* **New Distributor & Retail Open & Closed**
* **OTP Based report**
* **New product Report**

**Since Jun’13 To May’15 with Coca Cola Company Jabalpur as a Circle MIS Coordinator.**

* **Daily morning** Report Sent to all team
* Monthly & Weekly Scheme
* Collect Monthly Target & Final with Sales GM
* Prepare Distributor Scheme Incentive
* Prepare Sales Team monthly & Weekly Incentive
* Make report MTD YTD DRR H-1 H-2 Y-1
* Coordinate with All function
* Maintaining MIS and keeping track

**Since Oct’12 To Jun’13 with Bharti Airtel DTH (Distributor Ridaan Enterprises ) as an MIS**

* Data Entry in New Connection
* Coordinate with Market team for new connection
* Resolve Customer DTH Issue
* Marketing activity
* Stock Maintain

**Since Jan’10 To Oct’12 with Reliance Communication ( Distributor K A Distributor ) as an DEO**

**Since Jan’09 To Jan’10 with Vinayak Mobile Shop as an Computer Operator**

***Scholastics***

* MBA (marketing) 2015-2017
* Graduation from RDVV University in 2014
* School with PCM 2010

***Other Certifications And Rewards:-***

* Achievement 4G Q&A Quiz in 2nd prize at reliance communication 2016
* Achievement New Product Q&A Quiz in 1st prize at reliance communication 2015
* Best Support in H-1 Target Achievement at Coca cola

***Personal Profile***

Date of Birth : 27 December 1991

Permanent Address : Faith Computer Ke Samne Bai Ka Bagicha Jabalpur MP

Present Address : Flat no 19 15/25 u block,phase 3 Gurgaon Haryana

 Languages known : English and Hindi.

Father Name : Ramakant Raikwar

Mother Name : Geeta Raikwar

Marital Status : Single

Current Job Location :Gurgaon

Thanks