

# Manpreet Kaur Moudgil

## Sales Manager or Audit Manager

Jalandhar, Punjab 144001

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9781467111

To obtain a Higher management position within a Growth oriented and Progressive company. I want to apply my management, business development and public relations skills to an environment where they will make a significant impact on the bottom line. The Ideal atmosphere would be entrepreneurial and one in which new ideas are welcome and decision making is required.

## Personal Details

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**Date of Birth:** 1987-07-07

**Highest Career Level:** 5+ years experience

**Industry:** Education & Instruction, Management, Sales

**Total years of experience:** 14

## Work Experience

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### Audit Manager

MILESTONE EDUCATION GROUP - Jalandhar, Punjab

February 2022 to Present

- Being a Audit Manager, was following a complete Audit Flow Chart where taking care of high scrutiny in terms of Financial Flow in all departments & section, every team following their set pattern of KRA's, right pattern of working in all the branches, timely reporting's, work quantifications and handled all financial discrepancies raised within departments.
- Direct reporting to MD's to discuss audit reports.
- Suggesting required changes in IELTS or VISA Sections after complete audit.
- Taking care of smooth working in all verticals.
- Creating or Analyzing IELTS or VISA monthly sales reports, discussing new sales strategies with VISA Teams by checking their daily walk-in flow and requirements.
- Checking working of admissions or visa sharing with college or universities, in right direction once visa sales close.
- Checking monthly visa sales vs offer letter received numbers, accordingly always concentrating and guiding counselors on quality of enrollments.
- Directly checking the daily walk-in flow in Visa Section, making reports of eligible walk-in counts which helps in making major sales decisions.
- Directly taking care of maximum enrollments in our direct products.
- Creating Incentive Reports of all sections why checking their monthly database, pushing them for more maximum conversion rates month on month by offering them good incentive plans.
- Checking Petty case reports allocated to all branches.

Being a Audit Manager comes up with many more responsibilities, which can be discussed and shared on later stage.

### **Sales Manager**

MILESTONE EDUCATION GROUP - Jalandhar, Punjab  
December 2019 to January 2021

- Taking care of IELTS or Visa monthly sales of all the branches of Milestone.
- Handling Call Centre Team and generating maximum walk-ins to raise IELTS or Visa Sales.
- Worked on many sales strategies to increase revenue and monthly sales.
- Direct reporting to MD's for sales discussions, mid month sales discussions, monthly sales discussions, coming out with new sales strategies, discounts, offers and all counselors performance analysis.
- Visiting Branches time to time to motivate them to pull up sales parts and always tried to resolve the concerns their n then.

### **Associate Centre Manager**

People Group Shaadi.Com - Jalandhar, Punjab  
December 2010 to May 2019

- Create Walking at Centre, Meeting and counselling new and existing Client Base, Promoting our product and services as per their requirement. Keep a Proper Check on Clients Satisfaction Level.
- Monitoring the performance of team members to achieve revenue and good productivity which helps to achieve their KRA (Key Responsibility Area).
- Handling market development to widen the High Value product and generate additional high value sales.
- Planning and creating approaches and effective pitches to accelerate maximum business with positive output's.
- Building relationships with new clients by taking their valuable feedback time to time which generate satisfaction level in clients and increase trust factor.
- Presenting new products and services in detail to new client and existing clients and enhance existing relationships.
- Working with the sales teams and other internal colleagues to increase revenue growth within company and to meet customer needs.
- Forecasting sales targets and ensure they are met by the sales team month on month by following their KRA on daily basis.
- Managing assigned Branch Revenue ,petty cash and financial matters.

### **Customer care Executive**

Intelenet Global Services Pvt Ltd - Mohali, Punjab  
November 2007 to August 2009

Company Type: Telecommunications Services  
Location: Mohali

#### **Key Responsibilities:**

Worked with Vodafone Process Of Across Punjab and handling Customer Queries and Increase Customer Satisfaction level with Business Development.

Achievement

Joined People Group As an Sales Advisor with an executive profiles but Promoted as a Centre Manager with the same branch and company with my consistant performance and dedication towards my work and company.

## Education

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### **Bachelor's**

Chd under Punjab University Chd  
2003 to 2007

### **Diploma in Information Technology**

Govt Sr Sec School Sec

## Additional Information

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Experienced in Market Development-Sales Public Relations, Team management and Administrative Duties, Computer Skills including Microsoft word and PowerPoint. Excellent in Public Relation Duties Includes Counselling, Meeting with Good Communications Skills.