

Arti Bandral

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Summary

15+ Years experience in Sales and Administration out of which 11 years of experience belongs to Financial Advisory and handling administration whereas rest of the experience is a combination of FMCG, Hospitality and Education. Delivered 100% dedication, consistency and resilience in every organization.

Experience



Sales Manager- Australian process

WhiteHat Jr

Sep 2022 – Present

Job Profile

- * Work as an academic counselor in Australian ANZ process and handling Lead and opportunity lead and give them possible closure.
- * Selling of coding, Maths, and other courses to the parents who have recently gone through the trial class for the same.
- * Making them understand the meaning of coding, need and importance of coding for their child's future.
- * Creating urgency for the product for their child.



Financial Consultant

Jun2016- Present (6years4 months +)

Online Financial Consultation to Pan India HNI Investors andNRI Investors

Job Profile

- * Asset Allocation
- * Investment Portfolio Review (Previous Investments)
- * Goal Based Investment Planning
- * Investment Planning andManagement
- * Content writer on quora.com
- * Own a Youtube channelby the nameof The Arti Gupta Financial Ways andprovide FinancialAwareness to Common Investors.
- * Runninga Facebook Page- The Arti Gupta Financial Ways.

Sales Head

HDST International Trading LLP

Nov2021-Mar2022(5 months)

(Salary outsourced by C3S
Business Solutions)

Job Profile

- * Market Setup of Jammu, Punjab & HP as the company is a newly setup Company.
- * Looking After the Sales of the Area allocated for Sales
- * Appointing Super Stockiest and distributors for Stock rotation.
- * Providing Sales and Branding support to Distributors and stockiest.
- * Supervising and handling Sales of Jammu, Punjab & HP

Assistant Manager

Lemon Tree Hotels

Mar2020-Jun2021(16
months) Sales

Job Profile

- * Handling Walk-in Queries regarding Room booking, Banquet queries, corporate meetings, etc.
- * Arranging corporate meeting and conferences.
- * Corporate tie-ups.
- * Increasing Hotel sales overall.

Administrative Officer

Daluja Group of Companies

Jan2018-Mar2020(2 years 3 months)

(Appointed through JK Public School
– a unit of Daluja group and Relived
by M/s Mahadeva Traders- a unit of
Daluja Group)

Job Profile

- * Handled the admin part of School like applying for awards, Supervision of Reception and handling walk-in Parents and admission process.
- * Arrangement of interviews of the candidates with the Management.
- * Handling queries and problems of the walk-in parents regarding admissions and other issues related to their wards admission, etc.
- Liquor Business**
- * Supervision of Sales, maintaining records of sales as well as Excise duty deposited and consumed.
- * Maintaining records of purchase of raw material of three Firms i.e UMA, SMA and Trishul Bottlers.
- * Payment approval, payment preparation, etc
- * Rate comparison, rate negotiation, etc of raw material with the vendor.
- * Supervision of Transport department, approval of the daily trips of the vehicles, daily maintenance of heavy vehicles, etc
- * Also handled accounts of Hotel Lemon Tree for a month in the absence of the

accountants.

- * Maintaining records of Daily sales mailed by the Factory.
- * Maintaining of records of Wastage during production. Weekly check on wastage quantity.
- * Checking of Monthly rebates of Primary and Secondary Market and issuing Credit notes for the same

Financial Advisor

Market Bulls Investment Advisory Services

Nov 2009-Jun 2016 (6 years 8 months)
Level: Operational

Job Profile

- # Checking attendance records/Leave records of all the employees and approve the same to HR dept. for processing of Salary.
- # Responsible for all administrative tasks across the different departments including, maintenance of premises, coordination, maintenance, procurement etc.
- # Responsible for maintenance of Housekeeping standard in the office.
- # Monitoring of all housekeeping/ pantry / stationary consumables and ensure re-ordering.
- # Ensuring all the arrangements are made in activities like B'day Bash, celebrations & outbound etc.
- # Coordinating with external and internal agencies for the ensuring timely maintenance work.
- # Purchasing & distributing items for the employees.
- # Ascertaining security within the premises of the company.
- # Routine Check of Daily Business MIS.
- # Coordinating with vendors for successful and smooth operations during any function/event of the company.
- # Interacting with different departments & providing day-to-day support required.
- # Designing financial portfolios of the customers and give them latest updates from time to time.
- # Responsible for handling stock management & accounts maintenance.
- # Monitoring of Office expenses and other accounts.
- # Arrangement and planning of Events like Investor Awareness Programmes, Presentation, Client meet, etc.
- # Designing of Quarterly business magazine.
- # Monthly market Research and portfolio review of the client.
- # Staff recruitment, Training, etc.
- # Handling Compliance of the company

Operations Executive

Reliance Securities Limited

Dec 2007- Sep 2009 (1 year 10 months)

Level:; (Operations) till 2008 and then shifted to Sales as Centre Manager

Job Profile

- # Handling online as well as offline queries of the customers.
- # MIS, Scrutiny of Demat forms, mutual fund forms as well as LI & GI Forms.
- # Providing weekly training to the Franchisees.

- #Handling Office expenses.
- # Infrastructure maintenance.
- #Accounts maintenance.
- #Handling stock management.
- #Handled the team of 10 Management trainees also.
- # Monitoring of all housekeeping/ pantry / stationary consumables and ensuring re-ordering.
- #Responsible for maintenance of Housekeeping standard in the office.
- #Handling employee claims and reimbursements.
- #Responsible for generating monthly Attendance report.
- # Meeting Sales Target of different Financial Products
- #Deal in all financial Products



Client Relationship Executive

BAJAJ CAPITAL INSURANCE BROKING LIMITED

Jun 2006-Dec 2007 (1 year 7 months)

Indoor selling Life Insurance & Mutual Funds Products to the client.

- * Venue selling of Insurance products.
 - * Providing proper service to the clients professionally
- Achievements:
- * Ranking 14th position in all India & 4th position in Northern zone for selling maximum insurance products in Bajaj Capital.
 - * Awarded by Tata AIG for selling their maximum products in Bajaj Capital.



PAN INDIA

Jan 2009- Present (15 years 9 months +)

Education



Bachelors in Arts from Govt College for Women, Gandhi Nagar (2010) B.A

Skills

administration • bash • brand management • com • conferences • consulting • content management • credit • customer relations • design