

CURRICULUM VITAE

NAME- **ABHISHEK SAHU**
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Address -
H 121/102, Shivaji Nagar ,Near
Pragati Petrol Pump, Bhopal (MP)

Objective: To secure a challenging position in a prestigious organization where through my skills & knowledge I can contribute to fulfill both organization and personal goals.

Educational Qualification:

- ❑ Master of Computer Application from SAM Group of Institute, Bhopal with 7.8 CGPA for the academic period 2016- 2018.
- ❑ Bachelor of Computer Application from Barkatullah University, Bhopal with 63% for the academic period 2012-2015.
- ❑ 10+2 from M.P. Board of Intermediate with 62% for the academic period 2011-2012.
- ❑ High School Certificate (10th Class) with 64.83% for the academic period 2009-2010.

Professional Capabilities:

- ❑ Understandability and working ability in SAP environment and working knowledge in SAP.
- ❑ Participated in One Week Training Programme for SAP in Ramani Ice Cream Co. Ltd, Bhopal during SAP implementation (MM Module).
- ❑ Excellent time management and organizational skills, with experience of managing a demanding workload and conflicting priorities.
- ❑ Strong Microsoft pack office skills and reporting skills.
- ❑ Strong interpersonal skills as well as verbal and written communication skills.
- ❑ Skills and competences: planning and organizing, attention to detail, problem-solving, teamwork, customer service orientation, communication skills.
- ❑ Excellent organizational skills; attention to detail and ability to multitask and prioritize.
- ❑ Having good skills, adaptability to change, fast learner.

Training :

- ❑ 45 days training from Appin Technology Lab. This training was about to learn the IT functions and responsibilities.

Career Profile:

Organization Name: Ramani Ice-cream Co. Ltd, Bhopal

Designation: Officer

Period: Jan-19 to Present

Job Responsibilities:

- ☐ Good Command over MS-office especially in excel formulae & formatting.
- ☐ To Complete Daily MIS Reports of the Sales Department.
- ☐ Prepare Monthly, Weekly, Daily Primary & Secondary Sales Target.
- ☐ Prepare Weekly & Monthly, Daily Primary TGT Vs Achievement Reports.
- ☐ Prepare Monthly SKU wise Primary Sales Contribution Report for effective decision making.
- ☐ Prepare SKU wise Projection for Production Purpose.
- ☐ Timely prepare the Reports of Key-outlets Sales & Compare the same on a monthly basis.
- ☐ At the time of the review meeting all the sheets for the sales team to be checked & do the corrections.
- ☐ Prepare Month-wise reports of distributor claims receiving, processing & credit notes issued.
- ☐ To ensure that timely raises the credit note of each & every distributor after claim processing.
- ☐ Maintain the sheet of queries if found in distributor claims during processing.
- ☐ Coordination with the sales team & solve their issues regarding distributor claims & deep freezer placement.

Organization Name: CMS Info Systems

Designation: Service Associate

Period: Mar-16 to Oct-18.

Job Responsibilities:

- ☐ Company dealing with the Banking Sector, it works such as Customer Application Forms (CAF's) Entry.
- ☐ Updating all QC Data regularly in Master MIS & reported the same to concerned people.
- ☐ Prepare daily MIS for Quality Control & send it to higher authorities.
- ☐ Maintain all the records & prepare a conveyor belt for the concerned person.
- ☐ Checking On-line entries on Daily basis if correction required the same.
- ☐ Tracking and updating of others operation and statutory compliances and maintaining database for the same.
- ☐ To ensure that timely done all CAF's (Customer Application Forms) QC & updated in MIS for the same.
- ☐ Daily Reconciliation of Actual & MIS for ignores any error.

References:

Robin Singh

**Manager- Sales & Admin,
Ramani Ice Cream Co. Ltd.,
Bhopal (M.P.)
M: 9340978592
Email ID: robin@topntown.com**

Pankaj Sahu,

**Sr MIS Executive- Claim Dept,
Ramani Ice Cream Co. Ltd.,
Bhopal (M.P.)
M: 9302625769
Email ID: pankaj@topntown.com**

Declaration

I hereby declare that the details mentioned in my resume are true to my best of my knowledge and belief.

Place: Bhopal

(Abhishek Sahu)