CURRICULUM VITAE

Deepak Dutt

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26-A S.P Marg,

Chanakya Puri,

New Delhi-110021

OBJECTIVE

A career in top position, that provides opportunities for personal and professional development as well as to contribute the organization effectiveness in order to take the company to the top position, where ever I work.

Summary of Experience

**A multi-skilled Executive with all-round technical proficiency and experience of successfully coordinating the activities of various departments concerned with the Production, Operation, Sales, Customer Service, Marketing, Finance and logistics. Comfortable working with people of all levels and having excellent commercial approach to solving problems and developing business processes for the organization.**

**More than 3 years experience in Sales Support & Logistics Operations supporting with Microsoft Excel, ERP-Citrix DRR Software.**

**Good knowledge of preparing reports supporting with excel formulas like V-lookup, Pivot-Table, Validation, Advance filter, Conditional Formatting & advance formulae (Financial, Date & Time, Math & Trig, Statistical, Lookup & Reference, Database, Text, Logical, information.**

**Having advance internet research techniques for searching online specific quality of information as per project and client requirement.**

**I have good knowledge of (Install & Uninstall) of all type software & basic knowledge of Local Area Network (LAN).**

**Good working knowledge of mail managing with Microsoft Outlook & Outlook Express.**

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| * Windows 98, 2000, XP & 2003, Vista * MS Excel 03, 07,MS Word 2003,2007 * ERP Citrix 4.0. * MS Office 2003,2007 * MIS Reporting with Excel. |  |

Experience

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| Mohan Tractors Pvt Ltd  Sr Executive Sales Support & Logistics Operations | Jan 2013 to Present |

Manage Excel database administration assignments for senior management . As **Sr Executive** **Sales Support and Logistics Operation.** I am responsible for below responsibilities.

* Handling all the pre sales and post sales activities between customers, front line sales and logistics.
* Creating and maintaining reports in Excel & Access that allows the company to get information on daily business activities.
* Updation of Leads and Prospects in software managed by company.
* Generate, analyze & present daily/ weekly/ monthly Sales, Quality reports.
* Responsible for sending consolidated Sales Report area wise/hub wise to management through email.
* Taking part in planning and execution of all the promotional activities conducted by Dealer or Ashok Leyland.
* Responsible for submitting all the reports of promotional activities to Ashok Leyland Area Manager.
* Assisting Sales Manager in Freezing Sales Target and sending the Rolling Forecast.
* Handling payment confirmation details of Customers and giving approval.
* Preparing all reports related to BSC Audit and taking part in BSC audit conducted by Ashok Leyland on quarterly basis.
* Responsible of all the activities related to Invoicing.
* Perform any additional responsibilities that may be required by the senior in support of the ongoing management and development of the division.
* Managing end to end logistics and customer service operation.
* Handling customer orders and complaints.
* Inventory planning to ensure time and cost effectiveness.
* Ensure stock availability & maintain optimum level of inventories of as per sales forecast.
* Co-ordination with Transporters for delivery in Cut off time.
* Working through computerized Inventory control software managed by the company.
* Tracking the movement of chassis from our workshop or RSO.
* Preparation of the invoices and dockets for the deliveries.
* Proper coordination with Workshop/RSO team prior to dispatch till delivery with transport & Sales Team after delivery.
* Responsible for allocation/transfer of stocks, conducting routine inspection to ensure reconciliation of physical stock at the Workshop/RSO.
* Follow up & coordination with Customers for timely delivery of their chassis.
* Physical verification of inventories on regular/monthly basis any variations-Information on damages & insurance claims if any.

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| **Pearey Lall & Sons (E.P) Ltd**  Sales cordinator | Dec 2010 to Jan 2013 |

As I am responsible for below responsibilities.

* To prepare and maintain daily, weekly, monthly Sales reports in excel.
* Maintaining the all client details in excel spreadsheet.
* Handling payments details of clients.
* To respond quickly and efficiently to all incoming sales enquiry, by telephone and email, preparing brouchers as required.
* To record the progress of all enquiries and translate into a monthly report, including source of business trend, enquiry conversion rates,further predicted sales and other reports as directed by the sales manager.
* Responsible for taking care of all the reports related to ISO/BSC Audit.
* Responsible for stock allocation to all branches.
* Preparation of Invoices after delivery of vehicles and getting delivery order from customers.
* Analysis of Target Vs Actual with Sales Team.
* Daily analysis of all sales report from all branches and send the consolidated report to Ashok Leyland.
* Taking care of all the documents related to customer.
* All Email Correspondence.
* Follow up for outstanding payments with financiers.

Also, responsible for maintaining payment details, I need to send consolidate report and daily newsletter to our clients through email.

Education & Training

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| * Pursing PGDBA from Symbiosis University Pune. * B.Com (Pass).   Bachelor of Commerce, From Delhi University   * +2 from Delhi Board (C.B.S.E)   (Session=2005-06)   * Aptech Certified Computer Professional 1 Year Diploma)   (1st Division, Session=2007-2008, from Aptech Computer Education Center) |  |

PERSONEL INFORMATION

Father’s Name : Mr. Bijender Dutt

Date of Birth : 25Th March 1989

Marital Status : Single

Nationality : Indian

Areas of Interest : Sales Support/Co-ordination

Contact : 9958827113

Preferred Job Location : Delhi/ NCR

I do hereby declare that all the above information furnished by me is true to the best of my knowledge and belief.

Date -

Place- New Delhi (Deepak Dutt)