

Curriculum Vitae

Ramesh Kumar Pal

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Objective:

Seeking career enriching assignments in Corporate Marketing / Business Analysis / Quality Management / Planning Coordination / Operations Management with a leading organization.

Professional Synopsis:

- ❖ Acquired knowledge on varied topics related to the current business and organizational scenario through real life projects undertaken.
 - ❖ Exposure in identifying & adopting emerging trends & addressing industry requirements to achieve organizational objectives.
 - ❖ Abilities in leading and managing the operations, effectively discharging the functions and achieving higher rate of organic growth.
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Academic Credentials:

- ❖ BSC Bihar Board Patna, in 2002.
 - ❖ ISC from Lalu Mandal College Gaya in 2010.
 - ❖ B A From Monad University (U P State Govt. Hapur 2014.
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Career Contour:

The Indure Private Limited:

- ❖ Working with **The Indure Private Limited (Thermal Power Plant Project)** from **01.04.2008 to 05.04.2016** in the Dispatch & Printing Section as a **Jr. Executive & 06.04.2016 to till date** in Exim Department as a **Commercial Executive (Export Import Process)**.

Role:

- ❖ All Export & Import Projects dealing. (Documentation Process Handling) Knowledge abt. Certificate of Origin, INV.PL, INSURANCE, BL/AWB, & Shipping Bill, Bill of Entry, Prepared Forwarders Bill, Regularization, Remittance Letter, Form A2 & G R waiver Form, Advance Payment Form A1

Key Deliverables:

- ❖ Managed customer centric operations and ensured customer satisfaction by achieving delivery and service quality norms.
 - ❖ Played a key role in analyzing the Suppliers service & critical requests and resolved them through process enhancement initiatives.
 - ❖ Preparation of various reports for monthly meeting like Consumption against Receipt, Delivery Failures if any and for quarterly meeting like Purchase Highlights etc.
 - ❖ Follow up with suppliers for dispatches and ensuring for timely dispatches.
 - ❖ Placing the orders on the basis of pricing & delivery.
 - ❖ Study & provide valuable information to customers of various investment options.
 - ❖ Resolving Queries of clients regarding investment options.
 - ❖ Coordinate with the Vendors to gather understanding of new business schemes & followed by transmitting them to Prospective Clients.
 - ❖ Steered the initiative of using excel sheets to a greater extent for maintaining data.
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Personal Dossier

❖ Date of Birth:	01-03-1985
❖ Language Abilities:	English, Hindi and Bhojpuri
❖ Father Name:	Shri Binda Bhagat
❖ Sex:	Male
❖ Marital Status:	Married
❖ Present Salary	2,34,000/- per Annum
❖ Expected Salary	Negotiable.

Declaration

I hereby declare that, the details mentioned above are true & correct to the best of my knowledge & belief.

Place:.....

Signature

Date:12.2019.

(RAMESH KUMAR PAL)

