
AKHILESH SHUKLA

SALES AND MARKETING

8874137552

AKHILESH.ATO@GMAIL.COM

OBJECTIVE

An organized and creative professional with proven marketing skills and a desire to learn more.

Possess 9+ years of experience working for a diverse group of organizations and clients. Gained expertise in data analysis, publication marketing, and web-based advertising. Looking to utilize my existing skill set to increase company profitability.

SKILLS & ABILITIES

Procurement of Material

Material Management

Expediting

Billing

Comparative Statement

Budgeting

Documentation

Negotiation with vendors

EXPERIENCE

SIDDHIKA SPECIALITY & COATINGS, NEW DELHI

SEP2010 – MAY 2013

Project handling, Contractor handling, labour handling & their needs, Material and Safety equipment handling, Material store handling, Daily work reporting to project area manager, Cash handling, Transportations management, etc.

PROJECT DETAILS

- Dakin India Pvt.Ltd.
Project in charge
Period: 1year Team size: 35
Role: Project, Contractor, Labour, Store, Client, Transportation, Cash
- Toyo Ink India Pvt. Ltd.
Project in charge
Period: 7months Team size: 18
Role: Project, Contractor, Labour, Store, Client, Transportation, Cash
- Toyota India Pvt.Ltd
Project in charge
Period: 1year 4months Team size: 40
Role: Project, Contractor, Labour, Store, Client, Transportation, Cash
- YKK India Pvt.Ltd.
Project in charge
Period: 6 Months Team size: 15
Role: Project, Contractor, Labour, Store, Client, Transportation, Cash, Clients Handling, Quality Inspections, Safety.

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GREEN CITY INFRASTRUCTURE PVT.LTD, ALDJAN 2013 TO SEP 2015

As a SALES OFFICER

- Self-starter, able to take the initiative and operate independently on a daily basis
- Reviews operational procedures and methods; maps current business processes; defines and analyzes business activities; identifies best practices; and may recommend improvements
- Developed long-term business strategy by using customer feedback to identify necessary process improvements.

ROLEX LOGISTICS, JAMSHEDPURSEPT 2015 – APR2019

AS SENIOR sales officer

- Increased effectiveness of bidding processes by reviewing contractor scopes and material takeoffs.
- Performed detailed assessments of risks to determine constraints and develop mitigation strategies.
- Delivered projects to pre-determined budget, maintaining time parameters and quality standards.
- Developed long-term business strategy by using customer feedback to identify necessary process improvements.
- Closely collaborated with project members to identify and quickly address problems.
- Created and maintained schedule to protect company from dead-deal expense while meeting contractual obligations.

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ATO (I) LIMITED, JAMSHEDPUR

MAY-2019 TO TILL NOW.

As CUSTOMER RELATIONSHIP MANAGER.

- Improved operational efficiencies while managing customers' requests, store inventory, transactions, new purchase orders and pricing needs.
- Monitored cash drawers in multiple checkout stations to ensure adequate cash supply.
- Evaluated customer information to explore issues, develop potential solutions and maintain high-quality service.
- Entered customer interaction details in to track requests, document problems and record solutions offered.
- Provided excellent customer care by responding to requests, assisting with product selection and handling ordering functions.
- Calculated correct order totals, updated accounts and maintained detailed records for inventory management.
- Bolstered customer retention by creating and offering unique discount options and inspiring interest in new product lines.

EDUCATION

PURVANCHAL UNIVERSITY, V.B.S, B.COM IN 2009,
58%

INTERMEDIATE U.P BOARD 2006, 53%

NATIONAL INSTITUTE OF OPEN SCHOOLING 2004, 64%

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EXTRA CURRICULAR ACTIVITIES

- Participated in School & Collage Events.
- Participate in Organization & Arrangements of Local Festivals, Functions & Social Services.
- Positive Attitude.
- Creative, Hard Working.

LEADERSHIP

- Creating short and long-term goals
- Making plans to reach those goals
- Keeping a close eye on a budget and schedule,
- Coming up with new ideas
- Addressing problems
- Resolving conflicts

HOBBIES

TRAVELING, LISTENING MUSIC, COOKING, READING MAGAGINES.

PERSONAL DETAILS

AKHILESH SHUKLA

Jawania, PO- Shukulpur, Allahabad, Uttar Pradesh

DOB- 10-12-1987

Married Male