### [Curriculum Vitae](https://www.thebalance.com/cv-samples-and-writing-tips-2060349)

### Bhupender singh Kathait

Mob: 7859911762

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### A BRIEF SYNOPSIS

**B-tech** graduate with 4yr of experience in Business development, Business operation, sales, supply chain, Client Support. last worked with **Power2sme as Sr Executive- Business Operation.** Fair understanding in increasing revenues, developing profitable and productive business relationships, coordinating with decision makers, building an extensive client base and market development, Experienced in coordinating with internally/externally for a smooth sales cycle; implementing procedures and service standards for business excellence. Possess excellent organizational, relationship management & analytic skills

**SKILLS**

Business development, Market research, MS excel, MS office, Negotiation, Experience with tools like sale navigator ,hunter.io, zoom info, vinculum etc, Experience with ERP, CRM like sales force, ERP, zoho etc

**EXPERIENCE**

**Power2Sme :**

Responsible for generating revenue as well making long term relationship with  
existing customers.

 Identifying and developing strategic business relationships with variety of business clients

Understanding customer needs and requirements.

Routing qualified opportunities to the appropriate sales executives for further  
development and closure.

Research accounts, identify key players and generate interest.

Maintain and expand the database of prospects within the assigned territory.

Team with channel partners to build pipeline and close deals.

Proper maintain of ERP System and CRM System.

Coordinate with the Supply chain manager or vendor to match the price as per requirement from customer.

Handling the material dispatch and billing

Strong follow-up for the payment collection.

**Export Genius:** 8 months

Worked as Business Development officer

Responsible for generating business from domestic as well as international client through leads got over website or by hunting lead from various sources.

 Identifying and developing strategic business relationships with variety of business clients and other prospect, working closely with the decision makers (CEO, Directors and Manager Etc.)  
Indulge in communicating with all sources and F2F meetings.

Promoting new product and analysis the product scope and market for product, responsible for the pricing and services offered.

**INDUSTRYBUYING.COM(DESIGNATION-GET):** 2 years 2 months

Worked as SR. Associate sales

Has 3 roles because it was a start-up Sales, Technical assistance and sales and After sale query.

Handled wide range of sales sources – Call back request, Quotation request, Lead generation , Emails ,Appointment request, Indiamart , meetings assigned .

Solving technical queries of 1000+ products of customers and team members.

Last role was managing team as a FPL(Functional Process Leader).

**Ienergizer** : 1year 6months

Worked as Jr. Engg

Has a role of providing tech support for electronic product.

Handled process like HA(Home appliance ) , AV (Audio Visual) , HHP (Hand Held Phone).

**Ienergizer** : 6 months:

Worked as Executive

Has a role of providing tech support for electronic product under naptol process.

**ACADEMIC QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Qualification** | **Year** | **Board/Univ.** | **% Marks** |
| **B-TECH** | 2010-2014 | IITT COE POJEWAL | 64.8 % |
| Intermediate | 2009 | C.B.S.E Board | 57 % |
| High School | 2007 | C.B.S.E Board | 63.8 % |

#### PERSONAL PROFILE

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| Name Bhupender singh Kathait |
| **Father’s Name** Mr. K.S Kathait |
| **Date of Birth** 01 Feb1992 |
| **Nationality** Indian |
| **`Marital Status** Single |
| **Sex** male |
| **Hobbies** Playing basketball, Dancing, Reading Financial articles |
| **Languages known** Hindi & English |

**DECLARATION**

I hereby declare that all the statements made above are true to the best of my knowledge and belief

**DATE:**

**PLACE:** Roorkee

(BHUPENDER SINGH KATHAIT)

