

# TARUN KUMAR

## Senior Catalogue Executive

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📍 NEW DELHI

## WORK EXPERIENCE

### Rartogo Tech Private Limited

**Senior catalogue Executive** 📅 Mar 2023- Current

- Start by thoroughly understanding the client's requirements and the specific spare parts they need in both the US and Middle East markets.
- Digitize the existing client catalog into Excel or another suitable format. This includes creating a structured spreadsheet with product names, descriptions, prices, part numbers, and any other relevant information.
- Research and identify potential suppliers for manufacturing spare parts. Consider factors like cost, quality, lead times, and geographical proximity to the target markets.
- Create a catalog for the website by inputting product descriptions, attributes, images, and other relevant information. Ensure the catalog is user-friendly and accessible for customers.

### Go Mechanic Spares

**Catalogue Executive** 📅 Feb 2021 – Jan 2023

- Providing overall support to the entire team including managing the deliverables of other functional team leaders in an effective manner.
- Spares parts Listing, Updating, Uploading Product Data, Specifications.
- Ownership of all the online catalogues of all the brands. Maintain and update site taxonomy for expanding or emerging product categories.
- Perform quality checks on the Title and identify image errors in the part numbers.
- Pre-define the Attribute values and performing daily QC checks.
- Vendor management for specific OEM and OES brands.

### Boodmo-spare parts expert

**Sales-Executive & CRM** 📅 Jun 2019 - Jan 2020

- Communication with customers over the mail and phone.
- Identifying and escalating issues of the customers over the mail and phone.
- Solve Customer Queries.

### Shankar Motors Pvt Ltd

**Service Advisor** 📅 Oct 2017 - July 2018

- Greeting customers and directing them to available mechanics. Consulting with mechanics regarding necessary repairs and possible alternatives to expensive repairs.
- Answering questions about service outcomes and scheduling and booking appointments, vehicle drop-off, and vehicle pick-up.
- Calling customers to advise them about service changes or car pick-up times.
- Maintaining positive customer relationships to ensure repeat business.

## CAREER OBJECTIVE

Seeking a demanding position with increased responsibilities, offering the chance to further develop my technical expertise and knowledge in the Manufacturing or Quality field.

## EDUCATION

MECHANICAL ENGINEERING  
Delhi College of Technology and Management

📅 APRIL 2013 - 2017  
Faridabad, Haryana

INTERMEDIATE  
SHIVAM International School

📅 2011 – 2013  
Patna, Bihar

HIGH SCHOOL  
St. Karen's High School  
📅 2011  
Patna, Bihar

## SKILLS

- Category Management
- Logistics Management
- Warehouse Management
- Advanced Excel
- Sourcing
- Procurement
- Supply Chain