Saurabh Singh

QNO- T/31/A Aishbagh guard railway colony maviya lucknow

8976081118

saurabhsingh.aims@gmail.com

Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm

confident that I am fully qualified for the position and will be a strong addition to

your team. I would appreciate a job interview at your earliest convenience. Please

find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Saurabh Singh

**IMG_0759 (1) Saurabh Singh**

Qno – T/31/a Aishbagh guard railway colony maviya lucknow

8976081118 • [saurabhsingh.aims@gmail.com](mailto:saurabhsingh.aims@gmail.com)

**Objective**

● To offer my skills to your company on the position of manager especially in

the field of sales advertising and monitoring and to grasp power to enhance

my professional skill set in accordance with organizational objectives.

**Key Qualifications**

● Problem solving skills.

● Strong customer service skills ( developed through retail work experience ).

● Self motivation and ability to take the initiative.

● Ability to work under pressure.

● Quick learner keen to learn and improve skills .

● Excellent interpersonal skills and the ability to maintain and develop new

client relationships.

● The ability to influence other to buy goods or services or negotiate for the

benefit of the organization.

**Work Experience**

**Area sales officer**

Blackbuck ( Zinka logistics solution pvt Ltd)

(Nov2018 – Aug 2019 )

* Appoint Channel partner Dsa in given territory.
* Identify fleet owner and truck owners in the region and pitch the cross sell categories (Gps, Fastag, tyre,).
* Educate fleet owners about interna- service application and cross sell product benefit to them .
* Onboard fleet owners on internal service platform to transact them.
* Current handling Amravati, yavatmal, akola Gonda, Lucknow Area.
* To generate revenue from appointed Channel Partner.
* New business development for assign area And territory.
* Responsible to generate revenue of 15 -25 lac /month.
* Take out market leads with current and existing customers base.
* Visibility on stocks with Channel partners.
* Provide loads to transport with accurate margins.
* Market research for new business.
* Managing transport service across territory.
* Handling transport operation in a very efficient manner with time management.
* Customer follow up with technician and technical setup for GPS
* Handling Toll query for transporter.
* Cross selling product for Truck Tyre ( Mrf,Michelin, JK).

**Sr Sales Executive (Freight Forwarding)**

Magnum Cargo Pvt Ltd (Dec 2107- Oct 2018)

* Prepare needs documents for custom clearance.
* Ocean /house bill of lading, AES/ISF filling, certificate of origin, packaging list and commercial invoice, documents against letter of credit.
* Arrange /coordinate trucking pick –up and delivery appointment with ability to effect cost effective transportation solutions.
* Filing Shipping bill ( Complete knowledge of filing documents through ICEGATE ) , Knowledge about the various schemes under DEPB/ EPCG/ 100%EOU /2ND Machinery /Re-import /SEZ, more about export document
* Filling ME IS through EBrc online.
* Interacting with client /handling Haz ,Non Haz & nomination shipment / tracking cargo / making calls to clients etc.
* Responsible for timely and accurate expediting of freight.
* Calculate weight, volume, or cost of goods to be moved.
* Manage and maintain ownership of assigned client accounts.
* Able to assist in all other areas of operations as directed by management
* Customer service skills including the ability to recognize the need of client along with problem solving.
* Recommended shipping solution to minimize cost or environment impacts provided export clearance for shipment based on country requirement**.**
* Excise & Shipping. Claiming Duty Refund for Excise. Documentation for applying DEPB License, its Sales, Transfer, etc. Supervising L/ C Scrutiny, Advance Payment, Remittance of Commissions to agents and Claim to Buyers, if any, in Foreign Currency.
* Quotations, liaising with agents and get rates, updates to customers , billing instructions.etc.
* New business development.
* Responsible to generate revenue three time to CTC.

**Business Development Executive**

Matrix cellular international services limited (Jan2016-July 2017)

● Manage account and meet or exceed targets relating or revenue growth

Activities profit margin .

● Mix of products and service sales

● Customer retention and customer acquisition.

● Monitoring competitive activities and devising effective counter measures for

the company.

● Identify prospective opinion leader &amp: key account, generating business

from existing customer.

● Providing regular feedback to senior management about market place

and competitor activities.

● Develop effective working relationships with customer through regular meetings.

● Responsible for generating monthly revenue of 3 – 5 lac)/ monthly.

● Interacting with team members in a regular basis and focus on new

offers product development.

● Responsible for guiding them for making volume sales.

**Commercial Expert**

April 2013 - Nov 2015

Bureau Veritas India limited ( International Trade Divison)

● Bringing new clients to get benefit from our services.

* Prepare needs documents for custom clearence

● Preparing documentation for export and Import .

● Checking exports goods making assured of the quality as per mandates .

● Dealing with HS code and comparison with internal computer

databases documents.

● Price evaluation and comparison with internal computer databases.

● Determination of the value for the duty purpose.

● Classification of goods accordance with the requirement of PSI mandates.

● Developing skills on multiple contact.

● Handling (MALI, COD, UAE ,SOUTH AFRICA )contract.

● Assisting the team in carrying out the process efficiently.

* Practical knowledge about all CFS and custom work operation .
* Respecting the time limits.
* Ocean /house bill of lading, AES/ISF filling, certificate of origin, packaging list and commercial invoice, documents against letter of credit.
* Ensuing cost accuracy ,presenting cost revision ,updating cost history database, evaluating pricing action efficiency and responding fast to market condition..
* Developed strategic plans, business plans, and other key strategies through direct participation, including leadership roles, in Management Council and other corporate teams, workgroups and committees.

**Internship** June 2011 - Aug 2011

Hindustan Coca Cola beverage Pvt limited

● Working in supply chain department .

● To check visi cooler .

● To maintain the ratio of stock .

● To develop facilities of exchange of stock .

**Education**

**Master of Business Administration** Aug 2012

Aims Institute of Management Studies

● Graduated with 2div

● Concentration in Marketing, export management and supply chain.

**References**

Available upon request.

**Certification :** Exim diploma