

CHANDER PRAKASH

Address·H.N. 800-B, Main Rohtak Road, Near Mundka Metro Station, Mundka Delhi-110041

***Email:-** chanderprakash_62@yahoo.com ***Contact No.** 8285485772

A dedicated professional with above 7 years combined experience as Sales Coordinator / Computer Operator and Data Entry Operator in hospitality environments.

EXPERIENCE

DATES FROM AUGUST 2014– PRESENT

OFFICE COORDINATOR / SALES COORDINATOR, P.RAJ & COMPANY

P.Raj & Company is Mechanical Engineering tools & inserts,

My responsibilities are:

- ✧ Sales Coordination with Dealers, Customers & Engineers and Made the bills on daily routine.
- ✧ Responsibilities and Duties
- ✧ Handling Customer and Dealer Queries
- ✧ Cold Calling
- ✧ Support via Email or Call
- ✧ Customer products arranging asap
- ✧ Product Sales
- ✧ Sending Quotation
- ✧ Making Challan & Invoice
- ✧ Taking Feedback

DATES FROM MARCH 2014 TO JUNE. 2014

DATA ENTRY OPERATORS (SOFTWARE), BROADVIEW INFOTECH PVT. LTD.

- ✧ Date Entry in software.

DATE JANUARY 2012 TO JANUARY 2014

COMPUTER OPERATOR, DATA ENTRY, ESS DEE NUTEK INFINITIES PVT. LTD.

- ✧ Operators in Legal Department (handle under section 138 cases).
- ✧ Communicate with customers for clearance inquiries & cheques complaint action.
- ✧ Daily work report and cheques queries reports to HR department.

EDUCATION

2016

- € **M.A PASSED**, INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU) 2012
- € **B.A. PROGRAMME**, UNIVERSITY OF DELHI –(SOL) 2008-2009
- € **12TH PASSED**, CENTRAL BOARD OF SECONDARY EDUCATION-DELHI (CBSE) 2006-2007
- € **10TH PASSED**, CENTRAL BOARD OF SECONDARY EDUCATION-DELHI (CBSE)

ADDITIONAL QUALIFICATION

- € Computer Operator (Date Entry Operator + 50)
- € Excellent Communication Skills,
- € Great attitude with a high energy personality,
- € Knowledge MS office Excel, V-Lookup, Word.
- € Knowledge of Asset Software.
- € Some knowledge of Photoshop

PERSONAL DETAILS

Father's Name	:	Lt. Sh. Dhan Raj
Nationality	:	Indian
Gender	:	Male
Language Knows	:	Hindi, English
Salary per month	:	22,000 /-
CTC (with Perks)	:	3,08,000 /-

PERSONAL INTEREST

- € Listening Music
- € I like graphic working
- € Playing & Watching Cricket
- € Interested in chasing target games

DECLARATION

I, Chander Prakash, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

CHANDER PRAKASH
(New Delhi)