

# RESUME

## **Abjeet Kumar**

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### **Career Objective**

To implement my knowledge, skill to create new, and innovative ideas which would be beneficial in the growth of my organization and hold my commitments and loyalty towards it that results in the exploration of my potential and willingness to work as a key member of organization.

### **Carrier Exposure**

#### **1. M/s Safexpress Pvt. Ltd., Delhi**



Company Profile: Safexpress began its journey in 1997 with a mission of delivering logistics excellence to its customers and ensuring their success. Today, the firm has firmly entrenched itself as the 'Knowledge Leader' and 'Market Leader' of supply chain & logistics industry in India.

Company URL: [www.safexpress.com](http://www.safexpress.com)

Location: - Safexpress, Eco-tech 3<sup>rd</sup>, New Howland chawk, Greater Noida

Branches: - PAN India

Designation: BDM - CRS

Working from: - 01<sup>st</sup> of March 2019 to 17<sup>th</sup> of May 2019

#### **Key Result Area:-**

1. Sharing MIS report with Samsung.
2. Customer wise keeping POD record & its invoice Copy.
3. Warehouse inventory management.
4. Cross checking with customer for any debit or deduction.
5. Coordinating with branch for timely delivery.

#### **2. M/s RCPL Logistics Pvt. Ltd., New Delhi**



Company Profile: RCPL is one of the leaders in multi modal logistic solutions with an aim to provide distinct logistic solutions across the Nation, and are committed to deliver cargo on time and safely for last 20 years.

Company URL: [www.rcpl.net.in](http://www.rcpl.net.in)

Location: - B-151, Okhla Phase I, Okhla Industrial Estate, Delhi

Branches: -PAN India 60 Branches

Designation: Sr. Sales Coordinator

Working from: 04<sup>th</sup> July 2015 – Till 31<sup>st</sup> of Jan.2019

#### **Key Result Areas: -**

1. Coordinating all NBD & CRR employee PAN India Basis.
2. Working on ERP & feeding contracts.
3. Making MIS (Business Report of NBD & CRR on weekly base & Branch report on daily and month wise)
4. Keeping record of all TBB customer of new and existing customer.
5. Making commercial offer (quotation) as per demand and send it to the prospective client.
6. Making performance report of all branches.
7. Making report of Top 20 customer of the month.
8. Intimating pre-alert of all renewal contract.
9. Making new Business financial report.
10. Keeping record of prospective lead & contacting and follow up.
11. Updating low business of TBB customer on monthly basis to the reporting Boss.
12. Making comparative business report of branches, which help company to recognize which branch, has poorly performed & based on report Sales Head make Action Plan.

13. Making customer code & helping team audit.
14. Bill generation through ERP, Client wise Bill reconciliation and audit it with contract
15. Bill & POD copy auditing.

## 2. Company Name: DealsKart Pvt. Ltd. (Lenskart)

**About Company:** Lenskart is an Indian [eyewear](#) online portal established in 2010. The product range extends from prescription [eyeglasses](#) to [sunglasses](#) and [contact lenses](#). Lenskart has moved to a hybrid model by establishing **offline stores** which are self owned, as well as franchisee owned in various cities and towns of India.



**URL:** [www.lenskart.com](http://www.lenskart.com)

**Location:** Building No. D 12/2, Okhla Phase-II, New Delhi.

**Designation:** Sales Executive

**Experience:** 6 months

### **Job Responsibilities: -**

- To follow customer for closing the business or change if required from client side
- Updating the same to the reporting manager
- Daily updating DWR (Daily Work Report).
- Creating Monthly Report on Sales, Pipeline & Status.
- Understanding the need of customer and providing solutions.
- Hold meeting with customer, give demonstration and close business for the company.

### **Qualification**

- MBA from SMU in 2012 with 62% marks.
- B.E in E&C from Magadh University in 2008 with 69% marks.
- Intermediate (I. Sc.) with 73% marks from B.I.E.C, Patna, in 2001.
- High School (10<sup>th</sup>) with 57% marks from B.S.E.B, Patna, in 1999.

### **IT Exposure**

DCA (Diploma in Computer Application)

(MS Excel, MS Word, MS-Office)

Complete knowledge of vlookup, hlookup, sum, sumif, sumproduct, offset, index, indirect function, WFM, Pivot Table and Pivot chart in Excel.

Applications : MS Office 2007,2013

Operating System : WIN XP, Windows Vista, Window 7, Windows 8

Course : DCA, HTML

Knowledge of installation of operating system and other types of S/W

### **Personal Details**

Language Known : Hindi, English

Hobbies : Surfing internet, Listening music, playing game, Reading books

Status : Married

### **Declaration:**

I hereby declare that the above written particulars are correct to the best of my knowledge and belief.

Place:

Date:

( Abjeet Kumar)