

Ankit Gupta

Curriculum Vitae



1588, Rani Bagh PitamPura
New Delhi- 110034
India

Preffered Location: Delhi/NCR
Not Interested in field job

CV: With 6+ Yrs of experience

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CAREER OBJECTIVE:

To apply my Knowledge and experience as a **Member of Senior Level Management** in your esteemed organizations' objectives in their Growth.

Nov 2017 – Present

CURRENTLY WORKING: ABLE CANOPIES LIMITED, NEW DELHI

(Head Office: UK)

(SALARY: 35,000 per month)

SENIOR OPERATIONS MANAGER-INDIA – TECHNO COMMERCIAL

(Reporting to Director)

- Manage to all ongoing projects, coordination between clients and related authority.
- Client Handling/Interaction
- Responsible for Checking/generating POs, SOs, BOMs, Quotations, invoices and other documentation in ZOHO-inventory software
- Plan the work according to key responsibility area on daily basis.
- Maintaining Coordination between purchase, sales, logistics and manufacturing unit.
- Verfyng documentations, screening of all mails.
- Logistics coordinator for proper dispatch with correct documentation.
- Customer and Vendor support representative.
- Managing the office operations.
- Prepare reports, quotations, etc. assisting sales & service department.
- Oversee financial reporting, Maintaining budgets.
- Responding to complaints from customers and give after-sales support when requested.
- Handle the processing of all orders with accuracy and timelines
- Assist in the preparation and organizing of promotional material or events
- Keep in touch with Vendors for material tracking and giving intimation to customers.
- Act as a single point of contact for all queries for pricing, technical support, and solution approach.

- Handling administration and paperwork.
- Perform other duties and responsibilities, as assigned.
- Ensure all operations are carried on in an appropriate, cost-effective way.
- Improve operational management systems, processes and best practices.
- Purchase materials, plan inventory and oversee warehouse efficiency.
- Help the organization's processes remain legally compliant.
- Formulate strategic and operational objectives.
- Examine financial data and use them to improve profitability.
- Manage budgets and forecasts.
- Perform quality controls and monitor production KPIs.
- Recruit, train and supervise staff.
- Find ways to increase quality of customer service.
- Researching new technologies and alternative methods of efficiency.

PREVIOUS WORKING: MILES MAGIC AUTOMATION (P) LTD., NEW DELHI

(Head Office: USA)

July 2013- Oct 2017

(SALARY: Rs 25,000 per month)

COORDINATOR/EXECUTIVE- OPERATIONS

1. Assist the manager in organizing, planning and implementing strategy
2. Coordinate operations
3. Coordinate all operations (Purchase, Dispatch and Manufacturing Unit).
4. Making Quotations, Purchase Order , Performa Invoice etc.
5. Dispatch Coordinator.
6. Preparing reports of each sales employee
7. Client Coordination—Via Email/whatsapp/call
8. Handling Day To Day Office Management activities.

EDUCATION:

Environment	Subject/Branch	Uni/Board	Year	Percentage
High School		CBSE	2007	80
Intermediate	Non Medical	CBSE	2009	80
Bachelor Degree	B. Tech (ECE)	MDU	2013	75
Post Graduation	M.Tech (ECE)	MDU	2015	75

SKILLS:

1. Planning and Scheduling. Making the office paper free.
2. Hands on experience on **ZOHO CRM and MAPLE CRM**.
3. Good Command over MS Word, Advanced MS Excel, MS Powerpoint, MS Outlook.
4. Excellent Spoken and written English.
5. Strong interpersonal and organizational skills.
6. Keen ability to multitask a variety of challenges and responsibilities.
7. Organizing and management skills.
8. Teamwork and Leadership skills.

HOBBIES:

1. To work in complete paperless mode
2. Using technology in much smarter way

PERSONAL DETAILS:

Date of Birth	08-01-1992
Marital Status	Unmarried
Gender	Male
Nationality	Indian
Current Salary	Rs. 35K per month
Expected Salary	Rs. 40K per month

Place: New Delhi

(Ankit Gupta)