

Jagat Singh

Ranchi, Jharkhand

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Work Experience

CUSTOMER RELATION EXECUTIVE & INSIDE SALES COORDINATOR

FABINDIA OVERSEAS PVT LTD - Delhi, Delhi

August 2015 to Present

04 years & 5 months of working experience in FABINDIA OVERSEAS PVT LTD from August 2015 as a CUSTOMER RELATION EXECUTIVE & INSIDE SALES COORDINATOR at Connaught Place Store, New Delhi

11 Months of work experience as a Marketing Executive in LAXMI PUBLICATIONS PVT LTD, New Delhi

SALES COORDINATOR

FABINDIA OVERSEAS PVT LTD

May 2018 to April 2020

CUSTOMER RELATION EXECUTIVE

FABINDIA OVERSEAS PVT LTD

August 2015 to April 2018

MARKETING EXECUTIVE

LAXMI PUBLICATIONS PVT LTD

August 2014 to June 2015

Summer Trainee

AMUL (GCMMF) - Ghaziabad, Uttar Pradesh

May 2009 to June 2009

Department - Marketing

Duration - May 2009 to June 2009

Responsibilities - To bring the response from consumers and retailers for the products (Milk, and Butter) of AMUL on the Questionnaire basis.

Education

Master's in MBA

Nimt Ghaziabad - Ghaziabad, Uttar Pradesh

July 2008 to September 2010

Bachelor of Arts in Economics

Ranchi University, Gossner College - Ranchi, Jharkhand

2007

Skills / IT Skills

- **JOB RESPONSIBILITIES IN FABINDIA AS A SALES COORDINATOR** - Fulfilling orders required for different stores in North India region Responsible for Delhi NCR stores Arrangements of loading and unloading stocks as per seasonal promotion activities at store level. Handling entire T/O, PO & GRN creation on weekly basis Reporting to regional Head for each stores inventory management Responsible for timely delivery and dispatch Handling vendors for lead generation, new stock fulfilment and order processing Support allied quotes process for new listing products from vendors Updating pending TO / TI reconciliation on monthly basis. **JOB RESPONSIBILITIES IN FABINDIA OVERSEAS PVT LTD**
- Attending customer and Selling as well solving their queries regarding Home Decor products as well as Men s and Kids Category.
- Fulfilling the Web store requirements of different category at store level on daily basis by providing stuffs from Store level for online orders.
- Using POS of FC Reports software for daily sales updating and stock master on daily basis
- Making TO & TI on requirement basis as per the PH & Other Store s orders.
- Also making an order lists of entire day s end orders from customers through online portal of Fabindia.com.
- Colour coding, display, cleaning of section on daily basis and price tags as well preparing GLOBAL Counting report on monthly basis of each category in store.
- Also displaying upcoming offers and promotions activity of companies
- Apart from selling also handling the Admin related Responsibility of Store like- Fulfilling Housekeeping materials requirements, General HR forms filling, Uniform & Name tags requirement of Team lease & FOPL Staffs, Signboards signage in place, sending store monthly requirements on monthly basis with coordination with MRO Co coordinators, Also assist Assistant Store manager for internal store Audits as well **JOB RESPONSIBILITIES IN LAXMI PUBLICATION** -
- Visiting Schools on daily basis to meet Teachers and Librarian for further Books Orders & Taking valuable suggestions from them for Course content in every Subjects From class I to XII of West Delhi region schools
- Making Daily Reports related proper updating of Inventory & regarding availability of books like
- daily sales Report, purchase order and transfer order.
- Reporting to Head Office (IT, PURCHASE & ACCOUNTS) Departments on daily basis regarding availability of Books of each classes
- Also Meet with Authors for related course content & subject related Topics material for Publish in upcoming version quality the awareness & taking feedback from them.
- Store operations
- Basic knowledge of ERP software