

Sumit Saurabh

Delhi, Delhi

sumitsaurabh36_5pv@indeedemail.com

9546709085

Willing to relocate: Anywhere

Work Experience

Marketing Sales Executive- Marketing Support

ARISE Pvt. Ltd

July 2019 to Present

As an Executive Marketing Support my Roles and Responsibilities are as Follows:

- Act as the initial client contact visit & arrange a meeting for the marketing support team.
- Gather and store all raw and materials for our company.
- Responsible for scheduling organizing and executing all meeting with the old and new clients and with along the collectors who deals in burnt cooking or odibe oil.
- Responsible for envisioning the requirement and supply process.
- Worked with other departmental managers to make the company's marketing department more efficient.
- Work closely with project manager planning projects and preparing documents.
- Communicate requirements to relevant departments and employees to keep progress on track.
- Performed general office support and administrative tasks as requested.

Education

PGDM in Marketing & Finance

D.N.COLLEGE

2019

Skills / IT Skills

- MS-DOS
- Tally
- EXCEL
- MICROSOFT EXCEL
- MAC

- Communication, convincing, marketing and sales, time management, (Less than 1 year) Programming language: Knowledge of C. Operating System: MS-DOS, Windows family, Mac friendly Basics Microsoft Excel.Tally and basics of computers.
- Microsoft SQL Server
- Computer Networking