

Pankaj Kumar

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Date of Birth: 23rd August 1987

7+ Years of professional experience in Operations, Purchase, MIS & Back-Office Management

Seeking a position in an organization that provides me ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goals

SUMMARY OF SKILLS

- **Accented with the latest trends and techniques of the field, having an inborn quantitative aptitude & determination to carve a successful career in the industry.**
 - **Possess knowledge of Vendor Management, MICE, Branding, Print Media, Purchase & Materials, MIS, Customer Relationship and Understanding of modern concepts, principles, analytical and problem solving techniques.**
 - **Self-motivated and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism having good communication skills, verbal as well as written coupled with good presentation skills.**
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PROFESSIONAL EXPERIENCE

Company:- Adroit Inspection Service Pvt Ltd (Shriram Automall Group)

Designation: Assistant Manager Marketing

January 2019 – Present

Key Working Area

- Responsibilities of MICE for three group companies - SAMIL | CarTrade | Adroit.
- KRA - 112 Yard/Automalls, 3 HO (SAMIL, CTE & ADROIT) and zonal offices for anniversary, special events, indoor/outdoor branding, printing of monthly handbills, collaterals for outdoor Marketing activities.
- Research potential vendors for branding, event and Corporate goodies.
- Compare and evaluate offers from vendors
- Review quality of purchased products
- Negotiate contract terms of agreement and pricing

Apart from above responsibilities handling following running tasks:

- New year diary and calendar launch.
- Zone wise recce of Automalls and re-branding through vendors.
- Inauguration of New Automall through new branding and prepare event event flow.
- Negotiation with hotels for MICE (review meet, annual conference & award show, cse incentive meet, bmt incentive meet, surveyors meet, quarterly meet, half yearly meet) and prepare event flow.

- Track orders and ensure timely delivery
- Maintain database of Purchase order and prepare weekly, monthly MIS on basis of MOM and YOY since 2011.
- Monitor stock levels and place orders as needed and coordinate with admin staff to ensure proper storage
- Prepare reports on purchases, including cost analyses
- Autoexpo space negotiation with SIAM, meetings, fabrication and branding responsibilities prepare event flow and roll and responsibilities sheet.
- Attend trade shows and exhibitions to stay up-to-date with industry trends.

Company: - RISHIRAJ MEDIA

Designation: - Operations Manager

Duration: March 2017 – December 2018

Key Working Area

- Handling Print media and Events.
- Communicating, maintaining and developing client relationships
- Managing supplier relationships
- Managing operational and administrative functions to ensure specific projects are delivered efficiently
- Providing leadership, motivation, direction and support to my team
- Travelling to on site inspections and project managing events
- Being responsible for all project budgets from start to finish.
- Ensuring excellent customer service and quality delivery

Earlier: Ogaan Media – ELLE & ELLE DÉCOR | Ogaan Live | India Design ID.

Duration: - September 15, 2014 to March 2017

Designation: - Coordinator for Elle Décor India, Elle India &Subscriptions.

Key Working Area

- Responsible for maintaining outstanding payment sheet of ELLE, ELLE DIGITAL, ELLE DÉCOR, ED DIGITAL.
- In accounting, reconciliation the client/agency account in every 3 month to send their account statement as per requirement.
- Support to the sales team to get the ad from client/agency.
- Follow up for ad-materials, techproofs, and release order.
- Assisting subscription dept in India Design event and other events.
- Updating rate card in database of all the magazines and handling subscription requests & complain.
- Generating invoice, print & dispatch to all regions for the Elle, Elle Décor & Digital.
- Preparing promotion sheet of Elle décor v/s competitors.
- Maintaining a database of MIS as per company requirements, making sure that it fulfills the type of analyst are required for a particular issue based on its theme and fits in the budget.
- MIS done every month within the stipulated time for the magazines mentioned below:

Décor : ELLE DÉCOR, BETTER HOME & GARDEN, BETTER INTERIORS, DOMUS, GOOD HOMES, HYOME REVIEW, HOME & DESIGN TRENDS, IDEAL HOME & GARDEN, INDIA TODAY HOMES, INSIDE OUTSIDE, SOCIETY INTERIORS AND ARCHITECTURE DIGEST.

Fashion: ELLE, GRAZIA, HARPER;S BAZAAR, HELLO, VOUGE, L'OFFICIEL, VERVE AND COSMO.

MIS Executive/Sales Coordinator at M/s Project Equipment from 15-December-12 to Sep'2014.

- Handling operational/sales aspects of
 - C-Form/Payment collection from parties.
 - Create Ledger, Sale Order, Purchase Order, Proforma Invoice, Retail/Tax Invoice and ageing.
 - New Employee Training.
 - Maintain database and prepare sales register.
 - Sales Reporting
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EDUCATIONAL CREDENTIALS

- **BA General, 2012**, EILM Sikkim University
- **BCA, 2008 (Not completed)** Indra Gandhi National Open University
- **Intermediate, 2005** (CBSE) Govt. Boys Sr. Sec. School, Dev Nagar
- **Matriculation, 2002** (CBSE) Multan D.A.V. School, Rajender Nagar
- **Computer Proficiency** MS Office & Internet Applications, Desktop Publishing
- **English Typing Speed: 50 WPM.**

PLACE: DELHI

(PANKAJ)

Languages Known : English, Hindi

References: Available on request