

Anand Kumar

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Corr. Add.: H.N.: 04, Lal kaun,
Ghaziabad (UP).

CAREER OBJECTIVE

Securing a position in the organization where I can effectively utilize my skills, abilities and experience, while improving them simultaneously with a willingness to learn from mistakes and to grow with the organization.

EXPERIENCE & SKILL SUMMARY

- Efficient in Business Development
- **2+ Years of experience in Handling Key Accounts (Govt. & Semi Govt. & Private), Marketing Operations, Business Development, Customer Relationship Management & Tendering (online & offline).**
- Key Account Management in Government sector **PGCIL, IPGCL, UPPTCL, etc.**
- Key Account Management in Private sector **Continental** etc.
- Meeting customers, emailing to the customers to maintain relationships.
- Understanding the Qualification requirements for the various tenders.
- Preparation of Tenders for various utilities.
- Understanding and getting approvals for project.
- Getting the feedback of the product from the customer and getting the Performance certificates.
- Understanding Customer needs and providing best solution as per the product range.
- Worked on tools **MS Office (Excel, Word).**

PROFESSIONAL EXPERIENCE

1.0 Current Company

Company - **Marathon Batteries Pvt. Ltd. Delhi**

Designation - **Sales Officer**

Duration - **July 2018 - Till Now**

Job Responsibilities:

- Building Customer Relationship.
- Generate Orders as well as manage payments.
- Bringing New Customers as well as serve existing Customers.
- Get the knowledge of Competitors Products and Scheme offered.
- Prepare Daily **Sales** Report and Daily Meetings Report to Team Leader.
- Take Customer feedback on delivery.
- Customer Visit for Personal Relationship new and existing.

2.0 Previous Company

Company- **Bhagwati Steeltech Pvt. Ltd., Jaipur**

Designation- **Senior Engineer**

Duration- **Aug 2014 - May 2016**

Job Responsibilities:

- Study Tender documents, Qualifying Requirement, Drawings & Specifications provided by Client.
- Prepare Clarifications/Confirmations on the scope of works & specification for sending to the client.
- Attending techno-commercial (Pre-bid) meetings & understand the contractual terms & conditions of the customer.
- Co-ordinate with CFTs (Cross functional teams), engineering department and regional offices, supply chain, commercial and legal & take inputs from them to prepare the offer.
- Preparation of large utility tender/offers for Pan India
- Expertise in Online Bidding.
- MIS to be updated & circulated on Quarterly basis.
- Handling Customer's queries (Pre & Post tender).
- Regular visit to Clients for collecting information about future power projects for business development.
- Deeply studying LOA for both Technical and Commercial terms and condition & writing Letter to the Customer if any abnormality found in LOA's terms and conditions.
- LOA Acceptance formalities.
- Making of Contract Agreement.

EDUCATIONAL & PROFESSIONAL CREDENTIALS

DEGREE/EXAM	COLLEGE/UNIVERSITY	PASSING OF YEAR	PERFORMANCE
MBA (Finance & Marketing)	MITM Ghaziabad/ AKTU Lucknow	2018	67.52%
B. Tech (Electronics & Communication Engg.)	FIEM Bareilly/GBTU University	2014	65.82%
12 th	GIC Raebareli/UP Board	2010	52.80%
10 th	GIC Raebareli/UP Board	2008	50.16%

IT SKILLS

- Platforms : Windows XP, Window 7.
- Packages : MS Office, MS Excel.

ADDITIONAL INFORMATION

- **Successfully completed detailed engineering, Project approval & Project management against Continental (Solar Power Plant) project.**
- Successfully penetrated into the **Solar Market Segment** in the untouched regions of North India & PSU.
- Efficiently managed **Standardization of Tendering formats.**
- Hold the distinction of administering **Systematized work flow process of bidding system.**
- Received **winner award** in college cricket tournament.

PERSONAL DETAILS

- Date of Birth : 11-06-1993
- Father's Name : Mr. Laldas
- Address : H. N.-649/19 Gandhi Nagar, Raebareli, UP-229001.
- Language known : English & Hindi
- Marital Status : Single

DECLARATION

I hereby declare that all the information given above is correct to the best of my knowledge and belief.

Anand Kumar

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Mob.: +91 8410489926

Place: Ghaziabad

Date: