**GAURAV KUMAR**

**Mobile:** +91 9650526122.**Email:** gkgaurav133@gmail.com

**915, Maharshi Garden, Ghaziabad (U.P)-201309, INDIA**

**Snapshot**

A performance driven professional with over7**years** experience in the areas ofTransportation, Marketing& Sales.Good knowledge of MS-Office, Good team player, strong team orientation qualities, hard working and enthusiastic. To be a part of a professionally managed organization and to be a part of its workforce, contributing through my hard work in the corporate world.

**Employment Profile**

**Currently working with Nissin ABC Logistics P Ltd as Sales Executive Since Feb 2017**

**From Oct2014 to Jan 2017 at SSPT Logistics as Marketing Executive, Delhi**

**From July’11 to Sep’ 2014 at South Eastern Roadways as Sales Executive**

***The Role:***

* Key clients handled: Angelique International, Inteco Special Melting, Plasma, Alstom, DIC, and HPP.
* An effective communicator & negotiator with strong analytical, problem solving & organizational abilities.
* Key Role in marketing & sales.
* Proficient in customer follow up & coordination BPS.
* Adding new clients.
* Price Negotiation.
* Making Indent Note.
* Drafting & pleading Quotations & contracts.
* Minutes Book.
* Making arrangement of Managing Directors meeting with client.
* Contract Signing.
* Making BPS
* Handling Credit Control (O/S Bill, Payment Received Statement).
* Follow up of vehicles & co-ordination with operation team to provide timely delivery.
* Taking Care of Documentation such as Tax Invoice and service tax etc.
* Taking care of supplies of Many Customers as ALSTOM, DIC, SAIL, Ambuja Cement, Ultratech Cement, RINL and other Industries etc.
* Visiting Plants of Customers for issue related to Transportation.
* Co-ordination with Warehouse regarding Supplies and Stock.
* Knowledge of all commercial forms to bring and send material with in India.

**Key Performance Indicators (KPI)**

* Zero Delivery Failure
* Zero Demurrage in shipment.
* Zero communication gap in various channels.

**Strengths**

* Quick Learner, Self driven & good team player
* Flexible & excellent leadership, motivation skills.
* Good in planning and execution of the things
* Ability to manage a team, negotiating skills.

**Academic Credentials**

ProfessionalProgramme - Company Secretary (ICSI) from Delhi

B.Com from Delhi University

10+2 from CBSE Board, New Delhi

**Other Courses**

MS-Office & Tally 9 from APTECH Computer Education.

**IT Exposure**

**Operating Systems**: Dos, Windows 9x/2000/XP/Windows 7.

**Office Suite**: MS-Office’97/2000/XP/2003/2007, MS-Outlook, InternetExplorer

**Internet**: Perfect in working on Internet

**PERSONAL PROFILE**

Father’s Name: Mr. SudhirKumar Jha

Date of Birth: 29th January, 1988

Marital Status: Married

Driving License: Yes

**DECLARATION**

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

**Date:**

**Place:**