



ABHISHEK GAUR

Marketing Operations Assistant

ABOUT

Result oriented and professional individual who can promote and champion engineering & operations principles across various industries. Willing to apply his knowledge & skills in any innovative technical management role.

WORK EXPERIENCE

JUNIOR PRODUCTION ENGINEER

Choice Chemtech Pvt. Ltd. | May 2016 - June 2017

- Involved in production activities of a LED bulb-set throughout its life cycle process.
- Ensuring that product meets the quality standards.
- Managing assembly-lines and SMT machine operations.

MARKETING EXECUTIVE

Hourglassify Trading LLP | Dec 2019 - Dec 2021

- Strategy Management (Social Media Marketing, Research work for insights and competition analysis, Calendar Mgt, Team Handling)
- Campaign Management (Social Media, Email Marketing, Internal Communications, Cross-Selling, Customer Loyalty, Handling escalations, Brand Awareness)
- Content Management (Keywords & content writing, Newsletters, Emails, SEO Content writing, Brainstorming Sessions, Printed materials, Captions & Hashtags)

MARKETING OPERATIONS ASSISTANT

Statcon Electronics India Limited | Jan 2022 - Present

- Operations Management (Production Planning Control, Production Schedule preparation, SCM & Logistics, General office mgt.)
 - Customer Relationship Management (PR, Escalations, Order management, Order processing & Handling)
 - Marketing Management (Newsletters, Internal Communications, Social Media Marketing, Content Creation, Brochures, Reports, Catalogues)
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EDUCATION

MASTERS OF BUSINESS ADMINISTRATION

KIET School of Management | 2017 - 2019

BACHELOR OF TECH. IN MECHANICAL ENGINEERING

RD Engineering College | 2012 - 2016

CONTACT

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EXPERTISE

Team Management

Business Environment

Production Management

Brand Management

SOFTWARE KNOWLEDGE

Trello

Canva

ERP(Lakshya)

MS-Office

Mail Chimp

PERSONAL SKILLS

Business Development Process

Team building

Communication

Problem Solving

Leadership

ACHIEVEMENTS

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