




Curriculum vitae

Abhishek Kumar

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 KH No-29/3 Gali No-8 Qutub Vihar Phase-2, Near Mother Dairy, New Delhi-110071

♦ Objective

To contribute to the growth of a prestigious organization while achieving self-realization and helping accomplish organizational goals through dedication and hard work.

Educational Qualifications

- **B.Tech in Civil Engineering**
Satya Group of Institutions, Rohtak (BTE Haryana)
 - **Diploma in Architecture Engineering**
Chhotu Ram Rural Institute of Technology, Kanjhawala (BTE Delhi) | 2019
 - **High School**
CBSE Board | 2015
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Professional Experience

Sr. Associate (Operations) | HealthKart

Jan 2023 – Present

- ♦ Sales Coordinator
- ♦ Handling Catalogs & B2B Sales
- ♦ Managing Logistics & Orders

Sr. Executive (Operations) | Safe Express (Green Truck) Pvt. Ltd.

Feb 2021 – Dec 2022

- ♦ Managed logistics, vehicles, and drivers
- ♦ Implemented policy, planning, and strategy
- ♦ Oversaw budgeting, reporting, and auditing
- ♦ Interpreted legal and regulatory documents

Site Engineer | Lotus Systems Pvt. Ltd.




Aug 2019 – Jan 2021

- ◆ Led design projects from concept to completion
 - ◆ Defined project requirements and schedules
 - ◆ Translated customer needs into rough plans
 - ◆ Managed project costs and fees according to budget
 - ◆ Sourced materials and products
 - ◆ Supervised work progress and collaborated with designers, architects, and constructors
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Key Skills

- Sales Coordination 
 - Catalog Handling 
 - B2B Sales 
 - Logistics Management 
 - Order Management 
 - Vehicle & Driver Management 
 - Policy & Strategy Implementation 
 - Budgeting, Reporting & Auditing 
 - Project Design & Planning 
 - Team Collaboration 
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Technical Skills

- MS Office (Excel, Word, Outlook) 
 - Internet Browsing & Email Management 
 - Basic Computer Knowledge 
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Personal Details

- **Father's Name:** Mr. Subhash Prasad
- **Date of Birth:** 30/06/1998
- **Marital Status:** Unmarried
- **Gender:** Male
- **Nationality:** Indian
- **Languages:** English & Hindi
- **Hobbies:** Travelling , Music 