

SHIMPEE KUMARI

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Location- Greater Noida, India (110001)

PROFILE

BBA graduate with practical experience across operations, international sales support, business development, and customer engagement. Skilled in SAP ERP for quotations, sales orders, proforma invoices, and data management, with strong proficiency in Excel and Google Sheets for MIS reporting. Experienced in CRM handling, email coordination, exhibition and project support, and cross-functional teamwork. A confident communicator, quick learner, and adaptable professional, actively seeking opportunities to grow and add value in a dynamic work environment.

EDUCATION

BBA, Finance – Galgotias University, Greater Noida
(07/2025) | CGPA: 8.75

CBSE 12th – Commerce – St Paul's High School, Hajipur, Bihar
(05/2022) | Percentage: 89%

EXPERIENCE

EPACK Petrochem (Epack group) – Operations Executive (International Sales)

- Managed international sales operations including quotations, sales orders, and proforma invoices using SAP ERP.
- Maintained accurate customer and sales master data; supported sales reporting via Salesforce ISR. Prepared MIS reports using Excel and Google Sheets for sales and operations tracking. Coordinated client communication, email marketing, exhibitions, and events, ensuring documentation and cost control. Ensured cross-functional coordination between sales, operations, and logistics, contributing to process improvement and cost optimization.

Business Development Executive – Unacademy, Noida Sector 62, India

- Handled end-to-end onboarding operations, ensuring smooth enrollment and data accuracy.
- Coordinated between sales and operations teams to deliver timely solutions.
- Maintained accurate CRM data for leads, follow-ups, and enrollments. Improved workflow efficiency by identifying and reporting process gaps.
- Built strong client relationships, ensuring satisfaction and repeat engagement.
- Enhanced teamwork, adaptability, and problem-solving abilities in a fast-paced environment.

Finance and Marketing Intern – Skillup 360, Noida, India

- Analyzed and prepared financial statements of FMCG companies such as HUL and Dabur, gaining practical exposure to corporate finance.
- Conducted ratio analysis and comparative financial performance reviews to identify trends and insights.
- Assisted in preparing reports and presentations to support strategic decision-making.
- Contributed to marketing initiatives by conducting market research and competitor analysis.
- Developed strong skills in MS Excel, financial analysis, and data interpretation.
- Gained practical exposure to MS Excel functions (VLOOKUP, Pivot Tables, Conditional Formatting) for financial data.

CORE SKILLS

- Operations & Administrative Support Accounting & Financial Reporting (Basic) Data Analysis & MIS
- Reporting Meeting Management: MoM preparation & project co-ordination and management
- Compliance, Accuracy & Data Integrity Customer Engagement & Stakeholder Handling Email
- Communication & Professional Coordination Team Collaboration & Cross-Functional Support Problem Solving & Operational Support Data Entry & Record Management Adaptability, Confidence & Willingness to Learn Strong Communication & Interpersonal Skills

TECHNICAL SKILLS

- **SAP ERP** – Quotations, Sales Orders, Proforma Invoices, Master Data
- **CRM Tools** – Salesforce ISR (Basic)
- **Microsoft Excel (Advanced)** – Pivot Tables, VLOOKUP, Data Analysis
- **Google Sheets** – MIS Reporting & Tracking
- **Microsoft Word** – Professional Documentation & Reporting
- **Microsoft PowerPoint** – Data Visualization & Presentations
- **Power BI** – Business Intelligence & Dashboards
- **SQL** – Basic
- **Canva** – Professional & Corporate Designs

CERTIFICATIONS & LANGUAGES

Certifications:

- Campus to Corporate
- Financial Literacy by UNICEF
- Personality Development Mastery
- Entrepreneurship by NPTEL
- NGO work as a volunteer

Languages: English – Proficient, Hindi – Proficient, Basic German – Beginner