

**Career Profile:**

Passionate yet organized sales team- worker with experience in sales office department. Acquired key skill sets and established sales work values as follows:

- Active learner and effective communicator – Practices good judgment and discretion while working closely with sales managers, internal departments, and customers.
- Multi-task effectively – Prioritize independently and meet tight deadlines at all costs.

**Objective:**

To be a part of the challenging team which strives for the better growth of the organization, and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

**Work Experience:**

- Presently working as a **Senior Executive-Vendor Suport** with **Arihant Electricals**, Greater Noida.

Arihant Electricals is distributor of Electronics and Electrical Components. It is an engineering and manufacturing company; specialize in design, development and manufacturing of products & solutions for a diaspora.

- ✓ **Job Responsibilities:**

- Being a part of product management team, taking care of interconnect lines Weidmuller, Degson, TE Connectivity, Wiska, Wain, Smiths Interconnect.
- Purchase order management: Creating and managing purchase orders, tracking delivery schedules, and ensuring timely receipt of goods.
- After receiving of goods, align support team to dispatch the same.
- Inventory management: Monitoring inventory levels, forecasting demand, and coordinating with internal teams to ensure adequate stock levels.
- Responsible for timely, accurate quotations to customers, processing inquiries through emails.
- Update ESD (Expected date of shipment) and CRD (Customer required date) for material in ERP software.
- Performing tasks received from superiors, time to time.

- Worked as a **Senior Executive-Customer Services (August'2014 to April'2023)** with **WAGO Private Limited**, Noida (Shifted to Vadodara-Gujarat).

Wago Private Limited is a leading manufacturer of Electrical & Electronics products i.e Terminal Blocks and accessories, Switching Relays, Power Supplies, and automation products. These are used for electrical interconnections, Automation technology and Interface electronics.

✓ **Job Responsibilities:**

- Receipt of purchase orders from Customer/ Sales In-Charge.
- Verify Purchase order price, terms & conditions with Price list, offer. If deviation, sent back to customer/ Sales In-charge for amendment/ clarification.
- Process Purchase order in **SAP** system, re-check prices and other terms and condition.
- To send order confirmation, Proforma Invoice to customer and sales in-charge.
- Filling of all purchase order along with customer communication pertaining to particular order with order confirmation in System in defined location on server as well as in hard form.
- Effectively communicating with customers in a professional and friendly manner.
- Prompt response to customer queries such as pre/ post shipment, packing details & logistics.
- Coordination with the internal departments like Purchase, Accounts, Production and Stores to fulfill customer's requirements.
- Review with branch office for payment and follow-up.
- Holding material case to case basis for abnormal delay under intimation to customer/ Branch In-charge via mail/ telephone.
- Tracking of material via SAP system.
- Responsible for complete logistic operations i.e, pack to dispatch at customer place.
- Intimation to customers for delay.

- Worked as a **Sales Coordinator** (February'2007 to August'2014) with **A. G. Belting Private Limited**, Ghaziabad.  
Distributor & Manufacturer of Timing belts, Conveyor belts, PU Round & V Belts, Timing & V Pulleys and all types of industrial conveyor components.

✓ **Job Responsibilities:**

- Responsible for timely, accurate quotations and various pro - forma invoices to customers, processing inquires through, email and phone.
- Provide solutions on application-based problems.
- Coordinate with customers.
- Order's tracking, order acknowledgment.
- Provide details of dispatches to the customer.
- Giving reply to the customer queries through e- mail/ telephone.
- Maintain data & provide to sales team like C-Forms, Pending Payments, Debit Notes and Road-Permits.
- Back- office support.

- Worked as a **Computer Operator** (September'2005 to February'2007) with **Oceans Hospitality (India) Pvt. Ltd.** Delhi, is an industrial catering company.

**Educational Qualifications:**

**Academic:**

- **High School (Commerce)**, U. P. Board, Year: 2000
- **Intermediate (Commerce)**, U. P. Board, Year: 2002
- **Graduation (B. Com.)**, C.C.S. University, Meerut, Year: 2005

**Professional:**

- **B. I. T (Bachelor of Information Technology)**  
From Indira Gandhi National Open University (IGNOU),  
Year: 2009
- **Higher National Diploma (HND) in Computing and Multimedia.**  
From Indira Gandhi National Open University (IGNOU) in  
Collaboration with **EDEXEL University, UK**, Year: 2005
- **MBA (Distance learning) in Marketing & Production Operation  
Management** from Swami Vivekanand Subharti University,  
Meerut, Year: 2021

**Computer Knowledge and Skills:**

- Proficiency in MS Word, Excel, Access, PowerPoint, Flash 5, Flash MX, Macromedia Director, HTML, Photoshop 6, 7.
- Operating Systems: DOS, Windows-98, ME, 2000, XP, 2003, 2007, Vista, 2008, 2010.
- Good knowledge of using Internet & e-mail applications i.e., Outlook Express, Microsoft Outlook.
- Working experience of **SAP B1,R3 (SD Module, Microsoft Office 365).**
- Working experience of Autus Proximo ERP Software.

**Skills:**

- Decision making skills.
- Effective verbal, written and listening communications skills.
- Computer skills including the ability to operate spreadsheet, word- processing, graphics at a highly proficient level.

**Personal Attributes:**

- To be an asset to the organization, I serve.
- A quick learner with 'Can do' attitude.
- Honest and Trustworthy | Respectful | Flexible | Quick Thinker

**Personal details:**

Date of Birth : August 15, 1985  
Father's Name : Lt. Sh. Sukhpal Singh  
Marital Status : Married  
Languages Known : English, Hindi  
Contact Details : House No. 287, Street No. 7, Shivpuri, Vijay Nagar,  
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I hereby declare that the information given above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: .....  
Place: .....

(AJEET KUMAR)