***Resume***

# Amit

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## 

## Carrier Objective

To get associated with the progressive organization with better growth prospects, prove my capability utilizing my previous work experience and sharpen my skills to excel in my field of expertise.

**Educational Qualification** **:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **University/Board** | **Year of Passing** | **Division** |
| 10+2 | Little Flower H.S.S., Indore | 1994 | II |
| B.Com | D.A.V.V. University, Indore | 1998 | II |

**Experience:**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Period of work** | Job |
| M/s Shilpa Agencies, Indore  (C & F.A.) | Sept/99 to Dec/2000 | Sales Co-ordinator |
| Haldia Petrochemicals Ltd, Indore  [ Polymer Manufacturing Co.] | Jan/01 to April/06 | Sales Co-ordinator |
| Signet Industries Limited, Indore  [Consignment Agent for Indian Oil Corporation Limited & Dhunseri Petrochem and Tea Ltd ( Petrochem Div., DCW Limited ] | May 06 to April -12 | Marketing Executive |
| M/s Sigma Chemicals, Indore  Consignment Agent for Indian Oil Corporation Limited for Chatishgarh | June 2012- Dec-2012 | Sr. Marketing Manager |
| M/s Perfect Belts Limited, Indore  Manufacturer – Exporter of Loom spares for Starlinger & Lohia. HDPE/PP bags manufacturing units | Feb -2013–April 2014 | Territory Manager |
| M/s Sky Polymers (Avinash Group) Delcedre Agent for Reliance Industries Limited for Chattiashgarh | May 2014- Mar 2015 | Sales Manager |
| M/s Neo Corp International Ltd, Ind  Dca for Indian Oil Corporation Ltd | April-15 to Dec-15 | Sales Manager |
| M/s JJ Poly Plast Pvt Limited, Delhi | January-16 –March 17 | Sales Manager |

Cont…2

## [2]

## Job Profile : [ Haldia Petrochemicals Ltd ]

## 

## Handling Sales Accounting Functions

## Maintaining Consignee/Stockiest Accounts .

## Actively involved in Sales Administration, Distribution, Marketing, Commercial & Logistics function

## Reconciliation of Consignee Ledgers and Bank Statements.

## Stock Ledger maintaining day to day basis / Stock Verification.

* Credit and outstanding monitoring.

## To control and monitor cash disbursement in branch towards day-to-day expenses.

* Preparing Debit Note/Credit Note on Monthly basis.
* Taxable turnover, Tax Collected and deposited.
* Preparing Monthly reports / Updating Maintaining Database.
* Co-ordination with Plant / Customers / Transporters.
* Preparing customer wise / Grade Wise / Sector wise Sales report.
* Handling and monitoring sales activities of Stock points (Branches, depots) in Western MP.

## Worked with M/s Signet Industries Limited as a Marketing Executive looking after Polymers & Pet Resin Sales in western Madhya Pradesh.

**Job Profile :**

* Looking after polymer sales of **Haldia Petrochemicals Limited** till March 2009
* Looking after Polymer sales of **Indian Oil Corp Ltd & Dhunseri Petrochem and Tea Ltd**
* Credit and outstanding monitoring of Customers.
* Customer Ledger reconciliation.

## Actively involved in Sales Administration, Distribution, Marketing, Commercial & Logistics function

* Regularly customer followups.
* Preparing Monthly reports / Updating Maintaining Database.
* Ensuring healthy relationship with all existing corporate customers and constantly adding new ones
* Ensuring timely supply of good to all the customers and keeping close touch with them and to minimize logistics expenses.
* C-Form collection Quaterly basis from all Customers and submit to parent Company.

## Stock Ledger maintaining day to day basis / Stock Verification.

* Preparing Sales Projection report monthly basis

**Sigma Chemicals ( Delcedre & Stockiest Agent for Indian Oil Corporation Limited for Chhatishgarh)**

Looking after Polymer sales of **Indian Oil Corporation Ltd** at Raipur ( Chattishgarh)

**Same Job Profile as in Signet Industries Limited**

**Perfect Belts Limited, Jalandhar**

Looking after Spare Parts sales for Woven Sack Industries at Madhya Pardesh/Chhatishgarh & Nagpur.

**Sky Polymers ( Delcedre Agent for Reliance Industries Limited Chattishgarh)**

**Neo Corp International Limited** Looking after polymer sales in Madhya Pradesh.

**M/s J.J. Poly Plast Pvt Limited , New Delhi** Intially looking after PVC resin sales in West Bengal , Orrisa and Assam , later, looking after re-cycle polymer sales in West Madhya Pradesh.

**Cont….3**

**[3]**

**Software Skills :**

Operating Systems : Dos, Windows

DBMS & RDBMS : FoxPro 2.6 & Oracle 7.x

Other Packages : MsOffice, Tally, Ex (Accounting Package)

& Sap R/3 user, Excel

**Personal Profile:**

Date of Birth : 15th July 1974

Marital Status : Married

Nationality : Indian

Languages : English & Hindi

**Competencies**

* Fast learner, can adapt changes and pressures in workplace
* Friendly with an upbeat attitude
* Committed to deadlines and schedules
* Self Motivated
* Task / Target Oriented.

Place: Indore **Amit**