**Curriculum Vitae**

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| **Sumeet**    **CONTACT :**  **Email:**  [Sumeet-398991@2freemail.com](mailto:Sumeet-398991@2freemail.com)  **LANGUAGES**  English  Hindi |  | **OBJECTIVE**  Seeking a position of responsibility, where I can utilize my education and work experience towards the achievement of growth and organization/institution objectives, thereby enabling the reﬂection of the same in my profession.  **COMPUTER SKILLS**  **MS SUITE**  **TALLY ERP9**  **WORK EXPERIENCE**  **rana polycot ltd INDIA ( 2013 july-2014may)**   * Clerk for handling export documentation, coordination with shipping lines. * Maintaining the Inward-Outward reports of material. * Practical work knowledge of Import documentation and export documentation in a trading environment.   **Bikanervala Foods Pvt Ltd (2014june-Sep2016)**   * Handling the quotation. * Distribution relationship. * Inventory management and marketing process. * offer new schemes * To keep in contact with the company wholesalers and retailers. * Track record of regular customers. * Take appoints and schedule interviews with the potential clients. * Plan and Perform channel distributions. * Target the audience as per the location and behavior. * Visit to more and more potential audience, explain them about the products. * Train the new joiners. * Collecting feedback from the clients and customers. * Look after demand and supply chain. * Monitor the procurement process.   **HALDIRAM foods International pvt ltd (2016nov –2018 dec)**   * Billing and quotation handling. * support after sale * Target oriented approach. * *Organizing****sales****visits.* * *Demonstrating and presenting products.* * *Establishing new business.* * *Maintaining accurate records.* * *Attending trade exhibitions, conferences and meetings.* * *Reviewing****sales****performance.* * *Negotiating contracts and packages.* * *Aiming to achieve monthly or annual targets*   **HYUNDAI GROUP INDIA (2019 FEB - 2020 FEB)**   * *Implemented customer satisfaction procedures and dealt with customer issues..* * *Maintained first-hand knowledge of all vehicle features and spec* * *Worked with sales staff to implement sales and marketing strategies* * *Assist with reviewing of expenses, payroll records etc. as assigned.* * *Update financial data in databases to ensure that information will be Accurate and immediately available when needed.* * *Worked with customers to arrange for financing options.* * *Maintained updated database on all available vehicles.* * Representing the company at trade exhibitions, events, shows and demonstrations. * Preparing sold vehicles for customer delivery by having them serviced & cleaned up. * Negotiating the terms and conditions of a sales agreement with prospective clients **EDUCATION& CERTIFICATIONS** * **Masters of Business Administration** from Punjab Technical University (Major- **MARKETING** Minor-**HR**) * **Bachelors Of Business Administration** from Punjab Technical University. * **Senior Secondary Education (COMMERCE)** From **DIPS DHILWAN (CBSE)**, Punjab ,INDIA * **Matric(**CBSE**)** from **KENDRIYA VIDYALYA SANGHATAN** Dalhousie Himachal INDIA   **ADDITIONAL SKILLS**  Time management  Documentation  Organization & Prioritization.  Collaboration  Team Leadership  **STRENGTHS:**  Hard working and Committed.  Easily Adaptable person who is always willing to learn.  Takes initiative and work individually or as a Group  I am Friendly with people and an Excellent Team player.  **PERSONAL INFORMATION:**  Date of Birth: 18-06-1987  Sex : Male  Nationality : Indian  Marital Status: Unmarried  Visa status : 20/12/2020  Interests : Reading Books, Music  Language known : English ,Hindi, Punjabi |

**DECLARATION:**

I do hereby declare that the above-mentioned information is true to the best of my knowledge and belief.