**Curriculum Vitae**

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| **Sumeet** **CONTACT :****Email:**Sumeet-398991@2freemail.com **LANGUAGES**EnglishHindi |  | **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 managementDocumentationOrganization & Prioritization.CollaborationTeam Leadership**STRENGTHS:**Hard working and Committed.Easily Adaptable person who is always willing to learn.Takes initiative and work individually or as a GroupI am Friendly with people and an Excellent Team player.**PERSONAL INFORMATION:**Date of Birth: 18-06-1987Sex : MaleNationality : IndianMarital Status: UnmarriedVisa status : 20/12/2020Interests : Reading Books, MusicLanguage known : English ,Hindi, Punjabi |

**DECLARATION:**

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