

SUMIT KUMAR SINGH

K1st 237/18, RATIYA MARG
 Sangam Vihar, New Delhi-110080
 Contact No. +91-9873322163
getchance44@gmail.com

Career Objective:-

Energetic and organized individual with a passion for sales and customer service, seeking a Sales Coordinator position to utilize my strong communication skills and attention to detail to support sales teams and enhance client satisfaction in a fast-paced environment.

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| Technical Qualification: |
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- ▶ **Platform: -**
Windows (Window XP, Window 7, Windows 8 & Windows 10)
- ▶ **SAP (Systems, Applications & Products)**
- ▶ **MS Office (2003, 2007, 2010, 2013 & 2016): -**

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|-----------------|-----------------------|
| Microsoft Excel | Microsoft Power Point |
| Microsoft Word | Microsoft Outlook |

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| Professional Experience: |
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Sales Coordinator**FENA PRIVATE LIMITED****June, 2022 - To till Date****Responsibilities:**

- ▶ Billing in SAP (Fresh Material Billing & Special Discount Billing).
- ▶ Follow up the daily basis purchase order also tracking the previous pending orders.
- ▶ Communication with the members of the sales team for achieving monthly sale targets.
- ▶ Preparing monthly & daily sales reports and submitting to the senior level management.
- ▶ Handle all brands billing as Fabric Care, Home Care and Personal Care Range.
- ▶ Handles the queries of distributors regarding order status, payment, stocks.
- ▶ To maintain depot stock as per required Sales Team.
- ▶ Send the daily basis repots to RSM (Regional Sales Manager) like a stock status report, sales reports, payment due detail.

SR. Executive**IFFCO TOKIO GENERAL INSURANCE LIMITED****November, 2020 - December, 2021****Responsibilities:**

- ▶ Create Report in MS-Excel.
- ▶ Maintain Daily, Weekly, Monthly Basis MIS Report.
- ▶ Enroll, Cancellation & Correction in Policy data as per the request from insurer.
- ▶ Handling escalated cases and provide assistance in the form troubleshooting to the team.
- ▶ Make a report how much Policy and Endorsements we collected in a month and also make report collected entire premium we receive through policy and endorsements.

- ▶ Map the data from our active dump with insurance company data.
- ▶ Help team members to maintain their quality by resolving their queries.

Sales Officer

BAJAJ FINSERV LTD.

September, 2017 - November 2020

Responsibilities:

- ▶ Handle the finance to all home appliance product.
- ▶ Developing and sustaining long-lasting relationships with customers.
- ▶ Screening, recruiting, and training sales employees.
- ▶ Calling potential customers to explain company products and encourage purchases.
- ▶ Answering customer questions and escalating complex issues to the relevant departments as needed.
- ▶ Developing in-depth knowledge of company products.
- ▶ Maintaining an accurate record of all sales, scheduled customer appointments, and customer complaints.
- ▶ Collaborating with the marketing department to ensure that the company is reaching its target audience.

Academic Credentials:

- ▶ B.A (PASS) from Delhi University
- ▶ 12th Pass from UP Board
- ▶ 10th Pass from CBSE Board

Personal Dossier:

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|-----------------------|---|----------------------------|
| Father's Name | : | Sh. Amar Singh |
| Date of Birth | : | 11 th Aug, 1993 |
| Marital Status | : | Married |
| Nationality | : | Indian |
| Gender | : | Male |
| Language Known | : | English & Hindi |

DECLARATION:

The entire particulars given by me are true to the best of my knowledge and I willing to work anywhere in India or Abroad.

Date.....

Place.....

(SUMIT KUMAR SINGH)