

ARVIND VERMA

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CAREER OBJECTIVE

Hard-working employee (3.5 GPA) with proven leadership and organizational skills, and minute attention to detail. Seeking to apply my abilities to fill the internship role in your company. I am a dedicated team player who can be relied upon to help your company achieve its goals.

EXPERIENCE

GUJRAL INDUSTRIES (EXPORTERS)

2011 - 2019

Sales/Purchase Manager

- Working in India as well as in foreign sale in certain timing and quality products.
- ISPO dealing in Germany (Munich) on Company stall.
- Purchase & arrange of Raw and finished goods from Indian vendor.
- Working experience on EMS for purchase order, Follow-up
- Quality control in Material.
- Designing according to customer logo printing
- Documentation like Quotations, Performa invoice, Packing list , Invoices.
- Update for order and supply of goods from the order till dispatch the shipment
- Customer/ Foreign Buyer Handling, Product Presentation
- Direct meeting and group discussion with buyer in office premises
- Order update from supplier and time to time communication with buyer
- Sample presenting, demonstration of product, coordination with team member.
- ISPO sampling .
- Stock Arrangement

CONVERGYS BPO

2009 - 2010

TEAM LEADER

To manage a team of 35 member and follow ups for recovery.

Daily collection Report

Focus on output

Team work

Resolve Communication gap between CCE and customers

Bal Bharti Public School,Mawana

2006 - 2008

Administrator

Admissions, Fees collection, Arrange school function, Recruitment of New teachers

EDUCATION

IIMT, Meerut

2009

M.B.A (Finance + Marketing)

72%

C.C.S University

2006

M.A (English)

50%

C.C.S University B.Sc. (Biology) 53%	2002
U.P. Board Allahabad Intermediate 62%	1999
U.P.Board Allahabad High School 55%	1997

TECHNICAL SKILLS CCC CERTIFICATE, Basic computer, M.S. office 1997 to 2014 Corel Draw Tally 7.2

ACHIEVEMENTS & AWARDS Started current job as a packing supervisor, Now handling all Merchandising including Purchase, Production,Sales,R&D

INTERESTS Research & Developments,
Interaction with new buyers
Customer Satisfaction and resolve their problems
Customer Handling

PERSONAL STRENGTHS Work like a Target achievers
Punctual, Motivational,
Team work, Honesty,
Time management,
Always take initiative in work,

PERSONAL PROFILE

Date of Birth	: 22/02/1988
Marital Status	: Unmarried
Nationality	: Indian
Known Languages	: Hindi, English
Hobby	: Cricket, Javelin throw,Music

DECLARATION I hereby declared that provided details are correct

Date : 09/02/2019

Place : Meerut



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