

Manoj Gautam

A1/910, Madan Pur Khadar
J.J Colony, Sarita Vihar
New Delhi-110076

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OBJECTIVE

To get a suitable position in this competitive atmosphere with a scope of contributing my abilities and learning for the growth of organization.

AREAS OF EXPERTISE

- Basic Knowledge of Computer (MS Word, MS Excel, MS Power Point)
- Advance Excel (vlookup, Hlookup, Countif, Sumif, Index match, Countifs, Sumifs, Google sheet)
- Pivot Table
- Google sheet work
- Macros
- Filter
- Data Validation
- Vendor & Supply Management
- Issue Resolution

PROFESSIONAL HISTORY

Ncrtech Marketing and Solution Tech, Sec-3 Noida
date

Aug 2022 to till

Business Development Executive

- Product listing in E-Commerce website
- Competitor analysis, lead generation, marketing
- Conversion of incoming leads & inquiries
- Responsible for handling query & giving proper solutions
- Inventory management on all channel
- Call potential clients and explain business product & service offerings
- Cross selling
- Quick learner self-motivated

Cars24 Services Pvt Ltd, Sec-44, Gurgaon

2020 To 2022

TEAM LEAD/MIS EXECUTIVE OPERATION

- Maintaining Bikes MIS Report
- Managing team and monitoring their daily activities
- Check garages invoices and verify
- Maintain warehouse data
- Sales coordinator
- Setting clear team goals

- Suggest and organize team building activities
- Prepare and distribute specially designed MIS reports
- Create a monthly report
- Responsible for handling query & giving proper solutions
- Dealing directly with all garages in the by telephone, and e-mail regarding

Peregrine Services Pvt Ltd, Okhla Ph-2, New Delhi

2017 to 2019

TEAM LEADER (OPERATION DEPT.)

- Maintaining MIS Report
- Extract and collate data from Linux software and database (SQL)
- Receive & Verify Raw Material in Warehouse
- Create a Dispatch Order
- Office co-ordinator
- Prepare and distribute specially designed MIS reports
- Organize and Schedule Meeting & Appointment
- Responsible for handling query & giving proper solutions
- Dealing directly with clients and suppliers in the by telephone, and e-mail regarding

G.S Mathur & Co, Defence Colony New Delhi

2016 to 2017

EXECUTIVE ASSISTANT

- Letter Drafting
- Dealer & Funding Report
- Internet Browsing & Surfing.
- Office File Record Maintain
- MIS Report
- Organize and Schedule Meeting & Appointment
- Maintain computer & Manual filing system
- Book travel arrangement
- Tender work

Trishul Trower Pvt Ltd

2007 to 2016

BILLING ASSISTANT (Palm Residency Sec-75-76 PROJECT& Omaxe Height Group Housing Project Sec-86)

- Create Contractor Bill
- Rate Analysis
- Record File Maintain
- Daily Project Report
- MIS Report
- Letter Drafting

EDUCATION & CREDENTIAL

- 10th Pass from C.B.S.E. Board
- 12th Pass from C.B.S.E. Board
- B.A Pass From U.P. Board
- Diploma in Graphics Designing From SCP Infotech Institute in Sarita Vihar, New Delhi – 76

HOBBIES

- Reading Books, Work on Computer

- Cricket, Chess

PERSONAL PROFILE

- Father's Name : Sh. Ram Kuber
- Date of Birth : 26th June. 1986
- Nationality : Indian
- Language Known : English. Hindi
- Sex : Male
- Marital Status : Married
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Date:.....

Place:.....

(MANOJ GAUTAM)