



## **Curriculum Vitae**

### **Amit Kumar Raghav**

H.No: 28/2, St.-2, Shaheed Bhagat Singh Colony,

Karawal Nagar, Delhi -110094

Email- [amitraghav227@gmail.com](mailto:amitraghav227@gmail.com)

Phone :9311725627

### **SUMMARY :**

Dedicated Sales Coordinator with four years of expertise continuously growing sales. Maximising sales by proactively calling customers, helping with requirements and providing extensive information regarding the quotes and services to client. Efficiently processing quotes, convert them into sales for meeting company targets.

**Designation** : Sr. Executive – INSIDE SALES

### **Educational Qualification** :

- 10<sup>th</sup> & 12<sup>th</sup> From CBSE Board Delhi in 2010 -2012 respectively .
- Bachelors of Business Administration From Annamalai University in 2016.
- Post Graduation Diploma Course in Marketing & Sales From YMCA, New Delhi in 2018.

### **Work Experience** :

- Worked in **Westside** retail store as a Sales Executive From November 2013 – December 2015.
- Worked in **Louise Phillipe** store as a Sr. Fashion Advisor Since March 2015- January 2018.
- Worked in **Deccan 360 Airsea Logistics** as a Sales & Marketing Executive from February 2018 October 2021.
- Currently Working in **Jenna & Company** as a Sr. Executive -Inside Sales From Oct 2021 till date.

**Nature of JOB & Responsibility in Jeena & Company:**

- Responding on the inquiries generated by the sales within the stipulated time.
- Promptly responded to quotation requests, completing within specified company timeframes.
- Coordinate with operation, pricing, system, CEM and other relevant department to facilitate the generation of sales and retention of customers.
- Preparation of reports pertaining to sales management system.
- Follow up with the customers as well as sales people for the correct feedback on the Quotation/RFQ'S etc.
- Coordinate with agent and operation team to arrange the shipment.
- Monitoring of the shipments to ensure the compliance of regulation.
- Resolving customer queries with the help of ancillary staff.

**Strength :**

- \* Hard Working.
- \* Flexible and Ability to adapt according to the situations
- \* Capability to interact and solve problems

**Software Skills :**

Having hands-on experience in MS-Excel, MS-Word, Power-point and Accounting packages.

**Personal Information :**

Hobbies : Playing Cricket and Listening Music

D.O.B : 02, February,1995

Gender : Male

Marital Status : Single

Languages Known :English & Hindi

Current Address : H.No: 28/2, St.-2, Shaheed Bhagat Singh Colony, Karawal Nagar, Delhi -110094

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Expected Salary : INR 5.5 Lac P.A.

Place : Delhi

Date :

