



Varun Kapoor

Backend & Assistant sales coordinator

To perform the duties according to the best. Show hardwork quality in the respective field. Ability to learn new skills quickly & to adapt to different environments with confidence. A co-operative & supportive team member who enjoys working with others to achieve common goals.

Contact

Phone

9899132616 / 8076109097

Email

kapoorvarun123@gmail.com

Address

A5/67 C Paschim Vihar New
Delhi-110063

Education

School/University

- B.com from Delhi University
- Senior Secondary from CBSE
St. Froebel School
- Secondary school from CBSE
St. Froebel School

Strength

A self motivated and self disciplined.
A dedicated team player, committed to
provide support and full dedication to the
organization.

Language

English

Hindi

Professional Skills

- Researching
- MS Word
- MS Excel
- Google spreadsheets
- Data updation
- Data analysis

Experience

Feb 2024 to Present

Rachna Sagar Pvt. Ltd.

Backend & Assistant sales coordinator

- Bill passing authority.
- Making state wise target and send to the state heads.
- Managing and coordination with the sales/marketing team.
- Updating new orders in OPMS (Order Processing Management System).
- Work on google spreadsheets.
- Assist the sales team with administrative tasks, such as preparing sales documents, proposals, and presentations.

Nov 2019 to Jan 2024

Ellsworth Adhesive India Pvt Ltd

Sr. MIS Executive

Working as a Sr. Mis Exceitive in Gluespec process. Gluespec is a platform that provides comprehensive information about adhesive products and specifications.

- Adding, updating, and maintaining product information and specifications on the platform. This includes details about adhesives, sealants, coatings, tapes and related materials.
- Conducting periodic quality checks to ensure that the platform's content is accurate, consistent, and up to date. This involves reviewing product specifications.
- As a Sr. Mis Executive providing training for new joiners and other team members and resolve there queries on daily basis, involve in group discussions and always try to motivate them by creating a healthy work environment.
- Ensures that the team maintains high standards of quality and accuracy in their work, particularly in managing product information on the Gluespec platform.

Nov 2014 to Nov 2019

Wipro Ltd .

Sr. Associate

Worked as a Senior Associate for Bloomberg process, worked in Legal Data Service portal of Bloomberg (US Global Financial & Local Data Service Provider)