

CURRICULUM-VITAE



VIJAY KHATTAR

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Objective

Seeking an opportunity in quality with an organization where I can utilize my skills and energy to pursue, develop and improve the quality processes, increase overall efficiency and enhance the organization and my personal growth.

Total Work Experience 18 Years

Academic Qualifications

- ❖ BCFM from BCFM
- ❖ BA from IGNOU
- ❖ Senior Secondary from CBSE
- ❖ Higher Secondary from CBSE

Computer Proficiencies

- ❖ MS Office
- ❖ Internet
- ❖ Excel Basis

Present Employment

Presently working with **Watrana Traction Pvt. Ltd.** from June 2022 to till date as an **Asst. Marketing Sales**.

Company Profile

Watrana Traction Pvt. Ltd., Engaged in Material Handling Equipments, Rental Services and Spare parts and all type of MHE product etc.

Job Profile (Responsibility)

- ❖ Increase Business by adding New Projects from existing Customers
- ❖ Coordination with Team and Customers for on-time deliveries
- ❖ Coordination with Customers for payment as per terms agreed
- ❖ Attending meetings on Customer meet etc.

Last Employment

Craftsmen Labelmakers Pvt. Ltd. from May 2017 to till date as an **Asst. Marketing Manager**.

Company Profile

Craftsmen Labelmakers Pvt. Ltd. is an **IATF 16949:2016, ISO 9001:2015 & ISO 14001:2015** Company, Engaged in manufacturing of Speedometer Dials, Vinyl Graphics & Decal, 3D Emblems, PU Dome Labels, Steel, Brass, Aluminium Etched Plates & Labels for reputed Automotive, Agriculture & Home Appliances companies such as Denso Haryana Pvt. Ltd., Continental Automotive Components India Pvt. Ltd., Napino Continental Electric Vehicle India Pvt. Ltd., Pricol Ltd., JBM Groups, SML Isuzu Ltd., Eicher Tractors

Ltd., International Tractors Ltd., Escorts Ltd., Mahindra Tractors, Escorts Kubota India Pvt. Ltd., Philips & Sunflame Home Appliances etc.

Job Profile (Responsibility)

- ❖ Business development with New Customers
- ❖ Increase Business by adding New Projects from existing Customers
- ❖ Coordination with Team and Customers for on-time deliveries
- ❖ Coordination with Customers for payment as per terms agreed
- ❖ Attending meetings on Customer meet etc.

Strength

- ❖ Team motivation.
- ❖ Hardworking
- ❖ Self - confidence.

Past Experience

Worked as a **BSE and NSE Operator** at **SAM Global Securities Ltd.** from September 2006 to December 2007

Job Profile (Responsibility)

- ❖ Manage client portfolio
- ❖ Giving confirmations to the clients
- ❖ Handling all the back office, making contract notes, financial ledgers, brokerage etc.

Worked as a **Client Portfolio Manager** at **Abhipra Capital Ltd.** from December 2007 to January 2014

Job Profile (Responsibility)

- ❖ Manage client portfolio
- ❖ Giving confirmations to the clients
- ❖ Handling all the back office, making contract notes, financial ledgers, brokerage etc.

Worked as a **Field & Marketing Executive** at **SBI Credit Card Collect Department** from February 2014 to April 2017

Job Profile (Responsibility)

- ❖ Meeting with Customers
- ❖ Collection of payments

Achievement

Consecutively achieving 100% results on Client Satisfaction moreover, keenly implementing share with us-feedback form to formulate strategies for advanced Client Satisfaction eradicate issues relating to share tips, profit.

Personal Profile

Father's Name	:	
Date of Birth	:	21 st August 1984
Gender	:	Male
Marital Status	:	Married

Nationality	: Indian
Languages Known	: English and Hindi
Marital Status	: Married
Interests & Hobbies	: Travelling, listening music Staying fit by workouts
Current CTC	: XX Lacs
Expected Package	: XX Lacs

Date :

Place :

VIJAY KHATTAR