

CURRICULUM VITAE

Amit Kumar Khatri

S/O Shri Kundan Lal Khatri

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CAREER OBJECTIVE:

1. To serve a growing organization to the best of my ability sincerely, honestly with hard labor and where I am the role player for the overall growth of the concern and give respect to my senior. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Current Employer

Presently Working as Real Estate Professional in Delhi NCR Area at Faridabad (Haryana) Location.

Job Description:

- Display and market real property to possible buyers.
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc).
- Manage property auctions or exchanges.
- Maintain and update listings of available properties.
- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms.

Previous Employer

Sr. SAP SD Executive (Orders Processing) in Ajay Industrial Corporation Ltd. NEW DELHI. From July 2010 to April 2022.

Job Description:

- Processing daily orders through SAP received via email.
- Provides Customer Support Including Order Status and changes, initial commit dates, follow up on changes and resolve customer issue as a liaison between multiple Department including sales, purchasing, planning & logistics.
- Responsible for the creation and maintenance of intercompany/customer orders.
- New Customer creation in SAP discussing with state heads (RSM).
- Product price / Discount updating for various parties.
- Calculation of Pricing and taxes.
- Check batch of Items & PGI of Orders on same day as per availability of Stock.
- Deal with Warehouse on dispatch of customer orders.

- Deal with product availability queries and ensure continuity of information both internally to the plant and to Customer.
- Preparing and maintaining database for various sales related reports also Produce Order Reports, Daily Backorder Reports, Weekly Backlog Reports, Shipping reports, and any other reports required for Customers.
- Preparing Sales MIS daily basis for Senior Management.
- Daily reporting relating to sales, stock levels, deliveries and back logs.
- Track Open Orders & update customers.
- Coordinate with Dispatch and Sales department.
- Timely reconcile and update the stock level coordinating with depot in charge.
- Prepare Performa invoice and quotations coordinating with Sr. Managers.

Previous Employers

COMPANY	-	ICFAI UNIVERSITY
Period	-	JUN 2008 to JUN 2010
Place	-	Rampur (U.P.)
Position	-	EVENT EXECUTIVE

JOB PROFILE:

- Conducting the seminar, events and promotional activities.
- Developing sales techniques to meet with the sales target.
- Planning and Budgeting of events and promotions.
- Developing new marketing strategies.
- Dealing with Clients.
- Variance Analysis between the Target and Achievements.

PROFESSIONAL QUALIFICATION:

- Executive M.B.A. From Vinayaka Mission University Salem.
- Diploma in Business management from ICFAI University Hyderabad.

ACADEMIC QUALIFICATION:

- High school passed in 2000 from U.P.Board Allahabad.
- Intermediate passed in 2002 from U.P.Board Allahabad.
- Graduation (B.COM.) Passed in 2005 from M.J.P.Rohilkahnd University Bareilly.

COMPUTER SKILLS:

- Master Diploma in Computer Information and System Management from N.C.T Govt. Of Delhi.

PROFESSIONAL IN COMPUTER APPLICATION:

- Application MS Office-Having Complete knowledge of Microsoft Office, I can handle world Excel, Power point and other application independently.
- Taxation- Fill Different types of Challans and Certificates, having Good Proficiency in Service Tax and Documentation required for Tax.

SKILLS:

- Able to Commercialization the Challenges.
- Able to task Better Decision in even the worst situation.
- Inspired to work co-operatively with other People, Excited in the organization or outside the organization.
- Good Communication skills, Effective Presentation, Analytical skills.

STRENGTHS:

- Self-confidence, Deterministic, Good Communication Skills, and Good Adjustment with the situations.

HOBBIES & INTEREST:

- Interacting with People and Travelling, Reading books in leisure.

EXTRA CURRICULUM ACTIVITES:

- Essay writing, drawing & Sports during School & College.

PERSONAL DETAILS:

Father's Name : Shri Kundan Lal Khatri
Date of Birth : 12th July 1985
Nationality : Indian
Language known : English, Hindi & Punjabi
Marital Status : Married

DECLARATIONS

I hereby declare that all the above furnished Information is correct to the best of knowledge belief can be supported by original documents whenever required.

Date.....
Place.....

(Amit Kumar Khatri)