

CURRICULUM VITA

AJAY AMOLA

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WORK EXPERIENCE: -

➤ **Orient Group (Abrasives)** from February 2021 to till date.

Designation: - Senior Executive in Back Office

Key Responsibilities / Accountabilities: -

- * **ERP Software** use for sale data collected.
- * Product wise and Zone wise **All Order Update** Format.
- * Collection Progress.
- * Checking and responding to the Mails sales staff and customer query.
- *Payment confirmation to Dispatch Department and instruct to dispatch the material of respective Company Dealers.
- *Review quarterly all Dealer credit limit and category.
- *Follow up with factory and transporter for dispatch status.
- *Filing of Price list History. Process Dealers agreement copy.
- *Handling Office Coordination work.
- *Preparing ERP Sales Report, Sales Collection, OD updating, Monthly Product Progress.
- *Coordinating with Sales Team, Accounts Departments and Dispatch Department.
- *Review monthly Sales Plan vs. actual
- *Factory Production plan analysis division wise (Manhours vs. Production)
- *Short Production Review.
- *Production rejection analysis.

Company Profile: -Orient Group of Industries, Bhiwadi, Alwar with their Sales Head Office, located at Gurgaon. Company deals in manufacturing, marketing and export of raw and modified **Abrasive Product**.

Location: -Gurgaon.

➤ **Big Bazaar (Largest Hypermarket)** from July 2020 to January 2021.

Designation:- Stock Manager and Cashier

Key Responsibilities / Accountabilities:-

- * Co-ordination with Sales Staff
- * Co-ordination with clearing persons,
- * Updating status about Stock to Sales People.
- * Arranging and maintain the Store all Product.
- * Product management

Company Profile: - Big Bazaar is **one of the oldest and largest hypermarket chains of India**, housing about 250+ stores in over 120 cities and towns across the country.

Location: -M.G. Road, Gurgaon.

➤ **Reliance Digital** from February 2020 to June 2020.

Designation: -Coordinator Sales and Service Executive.

Key Responsibilities / Accountabilities: -

- * Cashier And Sales Executive Plus Customer Handling
- *Attend and handling service-related enquiry.
- * Follow up with Customers through phone and Service People.
- *Preparing daily weekly and monthly Sales reports.

Company Profile: - Reliance Digital is an Indian consumer electronics retailer. It is a subsidiary of Reliance Retail, a wholly owned subsidiary of Reliance Industries.

Location: -Gurgaon.

EDUCATIONAL: -

- ❖ D.C.A (Diploma in Computer Application) From **Change India ComputerCenter** in year 2024, in Gurgaon.
- ❖ B.A Passed from **Uttarakhand Open University** in year 2023.
- ❖ 12th Passed from **U.K. Board** in year 2019.
- ❖ 10th Passed from **U.K. Board** in year 2017.

IT SKILL

- ❖ MS- Office
- ❖ Internet Access
- ❖ MS - Excel
- ❖ ERP Software
- ❖ Data analysis

SOFT SKILLS: -

- ❖ Communication Skill.
- ❖ Ability to work in new and challenging environments.
- ❖ Willingness to learn new concept, ideas and use new methods.
- ❖ Hard working, Confident and Responsible for work.
- ❖ Always try to give my best.
- ❖ Team facilitator, fully dedicated to the work.
- ❖ Good in Numbers and Analytical Skill
- ❖ Adaptable and a quick learner with skills to work under pressure.

PERSONAL DETAILS: -

Father's name	:	Late Jyoti Prasad Amola
Date of Birth	:	11 th November, 2001
Notice Period	:	30 days.
Marital Status	:	Unmarried
Home Town	:	Tehri Garhwal (Uttarakhand)