

Amrit Singh

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H.no. 3233/1,
Cheema colony,
Near transport Nagar,
Ludhiana,
141003

Profile Summary

A competent professional with a nearly 5 years of experience in:

- Sales
- Team Management
- Ability to take effective decisions on time and influence key decision makers
- Excellent interpersonal skills with problem solving, logical thinking and analytical abilities

Organizational Experience

RALSON INDIA LIMITED–LUDHIANA (Sales Coordinator) Dec’2020–present

Responsibilities

- Making sales order
- Stock monitoring
- Co-ordination with C&F (For Cycle Tyre, Tube, hub required in their area)
- Co-ordination with PPC. Dept.
- Dispatch planning
- Co-ordination with C&F (For Sales follow up, payments follow up)
- Co-ordination with Logistics department
- To ensure loading in time and materials dispatches in time to avoid demurrages
- Effectively communicating and coordinating with various internal and external stakeholders on daily basis
- Material tracking on regular basis to ensure timely delivery to our C&F
- Liaising with different teams, (Warehouse, Logistics, PPC and Productions) teams for smooth operation

BHAWANI KNITWEAR – LUDHIANA (Backend Operations) Aug’2017Nov’2020

Responsibilities

- Responsible to sales
- Payment collection
- Handled backend operations in factory i.e.

Significant Accomplishments

- Achieved highest C&F sale in 2022-23

Proficient In

- Microsoft Office, SAP

Academic Details

- Bachelor of Arts Ludhiana: 2013-16, Punjab University (61%)
- HSC-Punjab Board (71%)
- SSC-Punjab Board (60%)