

# Curriculum Vitae

Vijay kumar s/o Sh. Ashok kumar,  
House no.6550, Street no. 1,  
Hargobind Nagar, Ludhiana, Punjab, India.  
Mob No.+9198885-90030.  
Passport no. T2708742.  
E-MAIL ID- vijaykmehta1995@gmail.com

## Vijay Kumar

### PROFILE/ OBJECTIVE

To seek a challenging environment in an organization and risk through dedication, hard work sincerity and discipline by following the various standard set by the organization to achieve the goal.

### EDUCATION

- **Masters of Commerce (M.Com) from:-** University School of Open learning, “Panjab University, Chandigarh”, in a year 2019.
- **Bachelor of Commerce (B.Com) from :-** Satish Chandra Dhawan Government College, Ludhiana (Punjab), “Panjab University, Chandigarh”, in a year 2015.
- **Senior Secondary Passed from:-** Government Sr. Sec. School (Multipurpose), Ludhiana (Punjab), “P.S.E.B, Mohali”, in a year 2012.
- **Matriculation passed from:-** M.D Bhatt Memorial Senior Secondary School, Ludhiana (Punjab), “P.S.E.B, Mohali”, in a year 2010.

### TECHNICAL SKILLS

Advance Knowledge of Computer.

Software: MS Office, SAP, ERP, NOW, IBM NOTES, SAPPHIRE IMS.

Having typing speed of 35-40 WPM in English and Punjabi.

### WORK EXEPERIENCE

- ✓ One year & four months Experience in Acrylics Marketing Office of “**Vardhman Acrylics Limited**” Ludhiana (Punjab). As an Assistant in Acrylics-Sales/Marketing Department. “From-26-Dec-2017 to 30-Apr-2019”.
- ❖ Maintain and grow sales relationships with existing clients.
- ❖ Prepare and administer sales contracts and maintain customer records.
- ❖ Consult with clients after sale to resolve problems and to provide ongoing support.
- ❖ Develop periodic reports for management.
- ❖ Co-ordinate with sales staff & accountant, prepare work schedules and authorize payments.
- ❖ Documentation of Letter of credit for sending material on credit basis.
- ❖ Assess clients’ needs, recommend or assist in the selection of appropriate goods or services, and negotiate prices or other sales terms.
- ❖ Scheduling of material dispatches on everyday basis.
- ❖ Develop & implement strategies to achieve monthly business sales goal.
- ❖ Work accordingly to the norms, policies & standard set by the company.
- ❖ Conducting competitor analysis by keeping abreast of trends and competitor moves to achieve market share metrics.

✓ One Year & Five months Experience in Corporate Office of “**SEL Manufacturing Co. Ltd.**” Ludhiana (Punjab) as an Assistant in Raw Material. “From - 27-June-2016 to 30-Nov-2017”.

- ❖ Opening of relevant files and production of internal documentation.
- ❖ Process purchases within purchasing authority.
- ❖ Source and obtain price quotations from catalogues and suppliers and prepare purchase orders.
- ❖ Contact suppliers to schedule deliveries and to resolve shortages, missed deliveries and other problems.
- ❖ Setting up schedule of material on everyday basis.
- ❖ Building corporate relationship with suppliers.
- ❖ Coordination of documentation & processes with internal & external customers.
- ❖ Providing administrative support in relation to scheduling of meetings.
- ❖ Co-ordinate with plant staff & accountant, prepare work schedules and authorize payments of suppliers.
- ❖ Presentation of cotton and husk in Microsoft Power point and excel on yearly basis.

✓ One Year & Two months Experience in “**GOYAL AUTOMOTIVE PVT. LTD.**” Car Dealership Showroom Ludhiana (Punjab) as an Assistant in Billing Department. “From - May-2015 to June-2016”.

- ❖ Making bills of new cars in Tally ERP 9.0 and first Insurance also.
- ❖ Checking & filing all the documentation of newly sell cars.

#### INTERESTS

- ❖ Reading Magazines, Watching Movies, Listening Songs etc.
- ❖ Running (e.g. Sprinting 100, 200 Meters, Half Marathon).
- ❖ Fitness Exercise.
- ❖ Surfing internet.

#### SKILLS & CAPABILITIES

- ❖ Performs well under pressure of deadlines.
- ❖ Bilingual in Hindi and English.
- ❖ Web and tech savvy, require little to no training.
- ❖ Positive Attitude.
- ❖ Good Operational knowledge.
- ❖ Problem solving attitude.
- ❖ Developing a simplifying procedure & finding innovative solution.
- ❖ Fast learner, right motivated and hardworking.

#### DECLARATION

I hereby declare that the above information is best as per my knowledge. If I am given a chance to serve, I shall do my work very sincerely and to your entire satisfaction.

Date:  
Place: Ludhiana

VIJAY KUMAR