

# Curriculum Vitae

## VIJAY KUMAR

S/o Sh. Ashok kumar,  
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Ludhiana, Punjab-141008.  
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### 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 in Commerce (M.Com- Marketing)-:** University school of open learning, "Panjab University, Chandigarh" in the year 2019.
- **Bachelor of Commerce (B.Com)-:** Satish chandra dhawan government college, Ludhiana (Punjab), "Panjab University, Chandigarh" in the year 2015.
- **Senior Secondary Passed from-:** Government Sr. Sec. School (Multipurpose), Ludhiana (Punjab), "P.S.E.B, Mohali" in the year 2012.

### WORK EXPERIENCE

- **Assistant officer** in Billing department.  
**Avon cycles limited**, Ludhiana, Punjab.  
November 2019 to till now.
  - Invoice generation, printing & filling (Domestic+Govt.+Stock transfer+ Power distribution).
  - E-way & E-invoice generation for every invoice generated.
  - Resolving, verifying & closing queries of Dealers / TA / Sales / Transporters and escalate to higher level if required.
  - Communicating with sales & accounts for sale orders and transporters' bills payment.
  - Debit / Credit note generation of dealers and transporters.
  - Identify practical solutions when work is backlogged through prioritization and rationalization exercises.
  - Maintain daily, monthly and yearly MIS reports of freight and bills.
- **Sales & marketing assistant** in Marketing department.  
**Vardhman acrylics limited (Corporate Office)**, Ludhiana, Punjab.  
December 2017 to April 2019.
  - Maintain and grow sales relationship with existing clients.
  - Prepare and administer sales contracts and maintain customer records.
  - Consult with clients after sales to resolve problems and to provide ongoing support.
  - Develop periodic reports for management.
  - Co-ordinate with account and finance department, prepare work schedules and authorize payments.
  - Documentation of letter of credit for dispatching 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 according to the norms, policies & standard set by the company.
  - Conducting competitor analysis by keeping abreast of trends and competitors' moves to achieve market share metrics.

➤ **Purchase & Sales assistant** in Raw material department.

**SEL manufacturing company limited**, Ludhiana, Punjab.

June 2016 to November 2017.

- Prepare purchase and sale orders and release.
- Opening relevant files and production of internal documentation.
- Process purchases and sales of cotton waste and husk within the authority.
- Source and obtain price quotations from catalogues and suppliers.
- Contact suppliers for schedule deliveries and to resolve shortages, missed deliveries and other problems.
- Setting up schedule of material on everyday basis.
- Building corporate relationship with suppliers.
- Providing administrative support in relation to scheduling of meetings.
- Coordinate with plant & account staff for billing and authorize payments of suppliers.
- Presentation of cotton and husk in Microsoft power point and excel on yearly basis.

➤ **Billing Coordinator** in Billing Department.

**Goyal automotive private limited**, Ludhiana, Punjab.

January 2016 to June 2016.

- Generation of bills in Tally ERP 9.0 and first insurance also.
- Checking and filing all the documentation of newly sell cars.
- Assist in other clerical work also.

#### TECHNICAL SKILLS

- Advance knowledge of computer.
- Softwares:- MS office, SAP netweaver, NOW, IBM Notes, Sapphire IMS.
- English and Punjabi typing speed @35-40 wpm.

#### INTERESTS

- Reading magazines, Watching web series.
- Surfing internet.
- Running (e.g. Sprinting 100 & 200 meters).

#### SKILLS & CAPABILITIES

- Perform well under pressure of deadlines;
- Positive attitude & Good operational knowledge;
- Fast learner, problem solving, right motivated and hardworking.

#### PERSONAL DETAILS

- Name : Vijay Kumar S/o Sh. Ashok Kumar
- Date of Birth : 02-Feb-1995
- Languages Known : Hindi, Punjabi & English
- Nationality/Gender/M.status : Indian / Male / Unmarried
- Permanent Address : #6550, street no. 1, hargobind nagar, Ludhiana.(PB)

#### 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**