



Aryan Vijay Gupta

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Address: Biratnagar Airport road , Koshi province, Morang - Nepal, 56613,
Biratnagar , Nepal (Home)

ABOUT ME

Hardworking Sales,Store and warehouse operations with 8+ years experience processing orders in high volume warehousing,Store and sales environment, serving some of the biggest Indian Electronic Manufacturers brands and Nepali trading company
Physically and mentally Skilled at providing first class working practices within the warehouse,Store and sales environments
working to fast moving target and deadlines. Meticulous by nature with a keen eyes for details with significant stock management, Packaging,administration,Dispatch,staff handling,Logistics inventory control, time management, building relationships,Market analysis, Negotiation experience etc. Enthusiastic and willing to get involved in all aspects of the sales, store and warehouse operations. Excellent records keeping with high attention to details, including tracking inventory correctly and developing process improvement to enhance Sales, warehouse and Store operations.

WORK EXPERIENCE

06/2023 Kathmandu , Nepal

SALES AND MARKETING EXECUTIVE ESSKAY PRIVATE LIMITED.

- Understand clients, knowledge of our products,theirs buying plans and budget constraints. Analyse their organisations structure to identify key decision maker.
 - Prepare and send price quotation based clients requirement.
 - Provide clients with detailed technical and commercial information related to our products and the market.
 - Proven track record of achieving sales targets.
 - Ability to work independently and as part of team.
 - Serves customer by selling products and meeting customers needs.
 - Build new customer base to maximize sales.
 - Retain existing customers by providing prompt customer service.
 - Identification of potential new sales opportunities.
 - Monitoring competition by gathering current market place information on pricing, products, new products, delivery schedules and techniques.
 - Resolve customer complaints by investigating problem, developing solutions, prepare reports, and making recommendations to immediate senior team.
 - possess in-depth products knowledge and be able to manage business relationship to ensure future sales.
- **Reports:** Daily sales report,outlets visit report, call report, weekly work plans.

Skills :

- Preparing and presenting sales report.
- Market analysis
- Improved customer relationships.
- Identifies potential customers.
- Collaboration with team members.
- sales visit to potential customer.
- Self motivated and Confidence
- phone etiquette
- Attending sales Exhibition.
- Hot and Cold calling.
- Follow up for the payments.
- Negotiate, building relationships, times management and communication.

- Overseeing receiving and dispatching procedure for shipment.
- Assigning workloads and daily task to warehouse and store associate.
- Communication with customers to answer shipping and receiving questions and troubleshoot problem.
- Monitoring inventory and shipment transaction for accuracy.
- Ensuring inventory and storage are clean and maintained.
- Arrange vehicles deployment for delivering of goods on daily basis.
- Communication with local and others transportation for route fixation and delivery.
- Complete all Dispatch documents as per company's guidelines.
- To check incoming orders and plan-organize packing for daily pickup by performing data entry.
- To carry duties in loading and unloading transferring, sorting, storing, checking, picking, packing, wrapping and labeling of the outgoing goods.
- Prepare and submit reports on inventory level-stock movements and other related activities.
- Negotiate with suppliers to get low price, best quality and prompt delivery.
- Close coordination with planning, Quality and production department to ensure timely availability of materials for production/ Assembly.
- To ensure one-time delivery by establishing and monitoring schedule to proactively identifies address and issues.
- Take up any others assignments given by Employer and Seniors.
- Stay update on Industries trends and market changes.
- Engage with Customers to understand their needs and provide tailored solutions.
- Deliver exceptional customer service to ensure satisfaction and repeat business.
- Proficiency in Microsoft office (word, excel, power point, outlook and other relevant software.
- Manage and supervise logistics and supply chain activities.
- Provide information to customers about the status of their orders.
- Keeping records of office assets, staff records etc.
- Preparing attendance report and salary records.
- Maintaining and keeping of sales, purchase, spares, GRN, customer and vendor register file and petty cash.
- Knowledge of field work and travel in around India & Nepal.
- Maintain effective relationships by good communication with exiting and potential suppliers.
- Knowledge of ERP working/Bar coding.
- Leading of the team and managing labour.

Address 301,303 Acme industrial park, off ib Patel road , Western express highway Goregaon, East Mumbai , 400063, Vapi, India

09/2019 – 04/2023 Sarigam , India

DISPATCH CUM STORE OFFICER. NIKITA PLASTIC INDUSTRIES PRIVATE LIMITED.

KEY SKILLS

- Excellent Leadership skills.
- Ability to delegate when Assigning employee workload.
- Efficient Organization Skills.
- Excellent Communication Skills.
- Problem solving skills to handle customers.
- Leadership and organizational skills to run the Warehouse and store efficiently.
- Enthusiastic Attitude.
- Stock management .
- Inventory management .
- Clear knowledge of Warehouse and store operations.
- Trained in manual handling.
- Ability to work under pressure.
- GRN, LIFO, FIFO, Inward, Outward, Dispatch, Delivery Challan, Inventory, spare parts, Courier, Transport Etc

Address Bhilad Laghu udyogik , Umbergaon, Valsad Gujarat , 396155, Sarigam , India

● **EDUCATION AND TRAINING**

2010 – 2013 Delhi , India

BACHELOR IN BUSINESS ADMINISTRATION Mountain institute of management and technology

● **LANGUAGE SKILLS**

Mother tongue(s): **HINDI & NEPALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	C2	A2	A2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access

DRIVING LICENCE

Driving Licence: A

Driving Licence: BE