

LOKESH KUNDNANI



Contact

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Languages

English & Hindi

Skill Highlights

Sales Management

Client Management

MS Office

Tally (GST)

Marketing

Problem Solving

Personal Details

Date of Birth: May 31st 1999

Nationality: Indian

References

Available on Request

Summary

Detail-oriented and analytical graduate with a solid understanding of B2B and B2C marketplace. Seeking an entry-level role to apply my knowledge in connecting more clients while contributing to the financial success of the company.

Education

- Jaipur National University** (2018-2021)
Bachelors of Commerce 69.8%
- L. & M. Public School** (2016-2018)
Senior Secondary Education 51.2%

Experience

- Sales Executive** **01/2019-Present**
Ajmer (Raj)
Responsibilities
 - Engage with customers, understand their textile requirements and provide guidance on suitable fabrics for various purposes.
 - Contacting and meeting with potential buyers based on their needs demonstrate and explain products and provide samples and catalogs.
 - Coordinating with workers, customers, delivery agents and others.
 - Collect and analyze customer feedback to provide insights for improvements and customer satisfaction.
- Assistant Manager** **08/2018-12/2018**
NBK Mega Mart, Doha (Qatar)
Responsibilities
 - Assisted the Store Manager in the day-to-day operations of a high-volume retail store, ensuring smooth and efficient store functioning and analyzed sales data to identify trends for improvement.
 - Work towards achieving sales targets and goals, implementing strategies to boost revenue.
 - Build and maintain relationships with suppliers and vendors to ensure timely product deliveries and favorable terms.
- Accountant** **03/2017-03/2018**
Location: V. R. Tally Expert, Ajmer (Raj)
Responsibilities
 - Managed all financial transactions and records using Tally ERP 9, ensuring accuracy with accounting standard.
 - Maintained financial statements, including balance sheets and income statements.
 - Effectively communicating GST-related updates and changes to relevant stakeholders.
 - Accurately inputting and coding financial transaction in Tally software, with a specific emphasis on GST-related entries.