

# NAVIN KUMAR



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## **CARREER OBJECTIVE:-**

Seeking position that would utilize my current skill and challenge my various abilities and looking for an organization that offers growth and chance to achieve through persistence and hard work.

## **SALES EXECUTIVE:-**

Sales professional with 5+ years' experience in lead generation and lead qualification, proven customer service, and communication skill to effectively fill the sales associate role in your company.

## **PROFESSIONAL EXPERIENCE**

### **COMPANY PROFILE:**

### **RESPONSIBILTIES-**

#### **PEPS INDUSTRIAL PVT.LTD SALES EXECUTIVE.**

**July- 2022 – Present**

**The company manufacture's only spring mattress, bed, cushion, pillow, and other home furnishing items.**

- ❖ Managing daily operations a variety of administrative tasks and inventory receipts, customer service, and financial requirements.
- ❖ Drove sales through up-selling and cross selling based on customer needs.
- ❖ Taking care of customers quire's & productively.
- ❖ Actively targeting potential clientele to drive revenue, and increases direct sales.
- ❖ Customer assists management seeking feedback actively.
- ❖ Daily DSR report sends to the management.
- ❖ Checked e-mail and revert on management quires.
- ❖ Maintain of client data and keeping in constant touch with and informing in promotional scheme and offers.

### **RESPONSIBILTIES-**

#### **KURLON RETAIL LIMITED SALES EXECUTIVE.**

**July 2019 – June 2022**

- ❖ Ensuring merchandise is stacked or managed properly for customer at all times.
- ❖ Maintain of client data and keeping in constant touch with and informing in promotional scheme and offers.
- ❖ Inventory monthly basis.
- ❖ Customer assists management seeking feedback actively.
- ❖ Follow-up with all customer sales/complaints and all.
- ❖ Create and maintain quotation for customers who come into the showroom or who call for information.
- ❖ Monitor all open orders from placement to delivery.

### **RESPONSIBILTIES-**

#### **KINGDOM OF DREAMS RETAIL ASSISTANT CUM CASHIER.**

**April 2016 – July 2019**

- ❖ Handling team 20 manpower's.
- ❖ Major responsibility of cash counter.
- ❖ Maintain MIS report Daily Basis.
- ❖ Personally doing stock inventory monthly basis.

## RESPONSIBILITIES:-

- ❖ Cash handling of counter and depositing the same of accountant.
- ❖ Team Briefing.
- ❖ Assist with product display and pricing.
- ❖ To meet the shortage of staff at the retail counter's

**AUZRE LOGISTICS PVT. LTD**  
**RECEPTIONIST CUM CRE.**

**Sep 2015 -Mar - 2016**

**TV LIVE( NEPAL ONE CHANNEL)**  
**CUSTOMER CARE EXECUTIVE**

**June 2013- Aug- 2015**

## RESPONSIBILITIES:-

- ❖ Recording song, news, program from Nepal into cassettes by VCR (video cassettes recording) Machine.
- ❖ Prepared Cassettes for Live News, Songs, Programmed.
- ❖ Maintain daily stock with the help of cassettes Stock inventory.
- ❖ Checking Audio Level and Editing News and responsibility of system maintenance.
- ❖ Attend management telephonic enquiry, working on that and give reply to management.

## EDUCATION:-

**12<sup>th</sup> Passed from Uttrakhand Board.**  
*Public Inter Collage Surkhet*

**May 2012**

**10<sup>th</sup> Passed from Uttrakhand Board.**  
*Public Inter Collage Surkhet*

**May 2010**

## SKILLS:-

- POS System,
- Inventory Management.
- Relationship Building
- Customer Service.
- Retail sales.
- Self-motivation
- Communication skill.
- Interpersonal skill.
- Leadership Skill.
- Learning skill.
- Flexibility.
- Time management.

## INTERESTS:-

- Listen music & Reading.
- Travelling to new destination.
- Growing my network of friends.
- Watching Movies
- Photography

## ACHIVEMENTS:-

Promoted from Sales Executive to Team leader in kingdom of dream from Dec. 2018- To June 2019.

### **PERSONAL PROFILE:-**

Father's Name	:	Narendra Singh
Date of Birth	:	30-Jan-1995
Marital Status	:	Married
Language	:	Hindi & English

### **DECLARATION:-**

✓ I hereby declare that the above mentioned information is correct up to my knowledge and belief.  
If give me a chance to serve, I will give you my best performance.

**Date:-.....**

**Place: -      New Delhi**

**(NAVIN KUMAR)**

# NAVIN KUMAR

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Dear Hiring Manager,

Thank you to opportunity to apply for this role at your company. after reviewing your description, it's clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am hard working professional who has been consistently praised as adaptable by my co-workers and management. Over the course of my 8 -year career, I have developed a skill set directly relevant to that role you are hiring for, including communication with the staff and management need assessment. Overall, I have consistently demonstrated teamwork, multitasking and service abilities in every aspect of my sales executive role at peps industries pvt.ltd, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me (+91) 96500 86791 or what's app message or via email at [naveenk1204011@gmail.com](mailto:naveenk1204011@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon...

Sincerely

Navin kumar

(+91) 96500 86791