

# UJJAWAL KUMAR GARWAL

## CONTACT

+917654776085

[UJJAWALKUMARSINGH68@GMAIL.COM](mailto:UJJAWALKUMARSINGH68@GMAIL.COM)

Address – Village-Bahadupur,  
Post- Kawalpura, Thana-  
Mashrakh,  
Distt- Chapra State- Bihar  
Pin code-841417

## PROFESSIONAL SUMMARY

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical and detail-oriented.

Reliable candidate ready to take on challenges using problem-solving and task prioritization skills to help team succeed.

Stays on top of demands in fast-paced environments by effectively using slow periods. Maintains organized, clean, and safe work areas with diligent attention to important details.

## SKILLS

- Sales Presentations
- Performance Tracking
- CRM Software
- Social selling
- CRM proficiency
- Cold-calling
- Customer Billing
- Brand Development
- Contract Management
- Sales Reporting
- Sales Records Management
- Team Collaboration
- Team building
- Rapport and relationship building
- Vendor Management
- B to B sales

## EXPERIENCE

### FORTUNE MARKETING PRIVATE LIMITED

Business Development Manager

MARCH 2024

- Developed and maintained relationships with key corporate clients.
- Monitored sales metrics and provided regular performance reports to management.
- Provided after-sales support, strengthening customer loyalty and encouraging repeat business.
- Managed portfolio of accounts to achieve long-term success.
- Coordinated with cross-functional teams to streamline processes and improve client experiences.
- Assisted in preparing sales proposals and contracts.

## EDUCATION

- **IEC UNIVERSITY,  
HIMACHAL PRADESH  
(BA) 2020**
- **BAHADURPUR  
COLLAGE  
BAHADURPUR(12<sup>th</sup> )  
2013**
- **OP JINDAL SCHOOL  
PATRATU (10<sup>TH</sup>) 2011**

## Language

- **ENGLISH (INTERMEDIATE)**
- **HINDI (INTERMEDIATE)**
- **BHOJPURI (INTERMEDIATE)**
- **KANNADA(BEGINNER)**

## HOBBIES

- **COOKING**
- **CRICKET**

## PERSONAL DETAILS

- **DATE OF BIRTH  
22/12/1996**
- **NATIONALITY INDIAN**
- **MARITAL STATUS SINGLE**
- **DRIVING LICENSE  
BR0420200000067**
- **PASSPORT NO. Z7961629**

## PRAMA HIKVISION INDIA PRIVATE LIMITED

Sales Coordinator

APRIL 2022 TO FEB 2024

- Continuously updated product knowledge by attending training sessions or workshops.
- Negotiated contracts with clients according to company guidelines.
- Implemented creative techniques for prospecting new business opportunities.
- Analyzed market trends to identify potential sales opportunities.
- Tracked personal performance metrics, such as conversion rates and revenue generated, against set goals.
- Coordinated with other departments to ensure timely delivery of orders.

## SAFEXPRESS PRIVATE LIMITED

Operations Coordinator

NOV 2018 TO MACH 2022

- Supervised daily operations to ensure smooth workflow and efficient resource utilization.
- Implemented cost-saving initiatives by identifying inefficiencies in current processes or systems.
- Oversaw quality control measures to ensure compliance with industry standards and regulations.
- Collaborated with human resources on recruitment efforts to attract qualified candidates for open positions.
- Managed staff schedules, assignments, and workload distribution for optimal productivity.
- Managed daily workload and assigned productivity goals based on customer demands.

## SMART I SOLUTION PVT LTD

Operations Executive

APRIL 2017 TO OCT 2018

- Managed daily operations, including budgeting, staff supervision, and performance evaluations.
- Collaborated with board members to establish vision and direction for organization.
- Monitored progress through budget reviews, KPI assessments and report analyses.
- Participated in hiring processes by interviewing candidates and selecting top talent.

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## Stryker India Private Ltd

Supply Chain Management Executive

MAY 2016 TO SEPT 2017

- Supported on-time production with properly sequenced deliveries and supply chain operations.
- Conducted risk assessments to identify potential supply chain disruptions and develop contingency plans.
- Analyzed market trends and customer demands to forecast future inventory needs accurately.
- Tracked production schedules in SAP and regularly assessed data to uncover optimization strategies.