

Krishma Thakur

House No. 73 Jain Enclave,
Ludhiana, Punjab – 141112.
Mobile No. 8837804788

Email ID: Krishmathakur1992@gmail.com

Meant for:

Seeking a position in a company where acquired experience and knowledge can be utilized properly.
Looking for a position in a company where there 'is enough scope to contribute in the development.
Seeking a job that can provide scope to face new challenges.

Career Graph

Currently working in “New Era Industries” is one of the leading manufacturers of Biscuit manufacturing Line.

As Executive Assistant

- Take reporting from all departments.
- Handle sales calls
- Check reports of all departments
- Handle travel arrangements
- Make minutes of meeting
- Prepare reports of different departments
- Arrange and plan meetings with diff. departments.
- Handle incoming call of Director.
- Check emails of Director sir and revert if required.
- Check reports with Director sir and planning's for future
- Handling recruitment Part.

Worked in “Men Rocks Pvt. Ltd.” is one of the leading manufacturers of Superior Quality of Men's-Shirts.

As Sales Manager (From March 2021 to April 2022)

- Handling Sales Department
- Maintain data of Sales
- Handle daily work reporting of Executives.
- Coordinating B/W Sales, Production & Warehouse.
- Managing data base on excel and filing.
- Handling Tele caller Team for our project (Seekex).
- Working as a casting director for YouTube Channel of our Company

Worked in **“Secured Engineers Pvt. Ltd.”** is trader of all type of Fire Safety and Security Products.

As Operation Coordinator (September 2017 to August 2020)

Responsibilities:

- Managing Ongoing projects and upcoming projects with Execution team
- Handle daily work reporting of all technical heads.
- Follow up with Client for pending works.
- Managing quality assurance programs
- Setting and reviewing budgets and managing cost
- Overseeing inventory, distribution of goods and facility layout for ongoing projects
- Maintain record of each Project
- Prepare invoice
- Follow up with client for payment
- Follow up with Accounts department for Payment

As Sales Coordinator (April 2018 to March 2021)

Responsibilities:

- Make Quotation for all project
- Maintain records of sale.
- Maintain records of sale team.
- Coordinate with purchase team for purchase price.
- Set margins on quotations.
- Follow up with Client for work order.
- Coordinate with sales team & execution team for new projects.
- Handle backend office work.
- Schedule interviews in the absence of HR.
- Prepare invoice in the absence of accountant.
- Get quotation from the vendor in the absence of Purchase Head.
- Handle the telecaller & online sales team.

Past Experience is in **“Annex Media Pvt. Ltd.”** from December 2016 to August 2017

. There I started my work as Tele sales executive and leave as Project Head.

Qualification

- 10th Passed from H.P. Board Dharamshala in March 2007.
- 12th Passed from H.P. Board Dharamshala in March 2009.
- Graduation from H.P.U. Shimla March 2012.
- Post Graduate from H.P.U. Shimla June 2014.

Technical Qualification

- Basic Computer
- MS Office
- Internet Surfing
- Tally (Account Software)
- Busy (Account Software)
- Google Sheets

Skills

- Sincere
- Team Spirit
- Hard Work
- Punctual
- Discipline
- Positive Attitude
- Willing to Learn
- Confident

Personal Information

Name: Krishma Thakur
Husband's Name: Prince Mankotia
Date of Birth: 12-11-1992
Nationality: Indian
Marital Status: Married
Language Known: English, Hindi, Punjabi
Hobbies: Listening Music

DATE:

(KRISHMA THAKUR)

Place