

ABHISHEK GAUR

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EMPLOYMENT

Working with RUCHI SOYA INDUSTRIES LTD (RSIL), Noida since June 2008.

Presently designated as Deputy Manager.

Job Profile

Managing effectively following all works to support working of the Sr. Vice President:

- Coordinating within organization and outside it.
 - Preparing reports by collecting and analyzing data/ information.
 - Providing general administrative support.
 - Maintaining and organizing filing system of paper and electronic documents.
 - Follow up with all the staff, vendors etc. as per Sr. Vice President's requirement.
 - Keeping eye on various Notifications/Circulars/Advisories/Instructions issued by various Government Authorities related to our company business and apprise about the same.
 - Attending seminars, conferences, workshops organized by various public & private bodies as the representative of the Company.
 - Other miscellaneous, day to day activities as assigned by supervisor.
- Worked as a **Regional Sales Coordinator (Marketing)** in **RSIL** from June'08 to Sep'10.
- Reporting to NSM & RM-Sales & Marketing.
 - MIS preparation & reporting to R.O. /H.O. (Mumbai).
 - Coordination with Sales Force of 9 States of Northern Region of CBD.
 - Monthly & Quarterly Review & Analysis of Sales, Sales-Force performance.
 - Sales Projection & Indent Planning.
 - Sales Data Maintenance, Interpretation and Feed Back.
 - Coordinating among various bodies i.e. Sales-Force, Regional & Head Office.
 - Review of Pricing & Competitors Activities.

ACADEMIC CREDENTIALS

- **Master of Business Administration (MBA)** in 2008
Sherwood College of Management, Lucknow.
Dual Specialization: Marketing & Human Resource
- **Training/Project Work (As a part of MBA during 1st year):**
Attended summer training (June 2007- July 2007) in Parag Dairy (Lucknow Producer's Co-Operative Milk Union Ltd.), to get exposure on consumers' queries, demands, problems, expectations etc. regarding Milk and various milk products besides understanding competitors' activities. A project titled 'Consumer Survey of Liquid Milk and Milk Products' in Lucknow city was also undertaken during this tenure.
- **Research Project Report (As a part of MBA during Final year):**
'Comparative analysis of consumer perception about Low Price Car Segment' in Lucknow city.

Under this conducted survey, talked to individuals to understand the customer demand, likes and dislikes regarding different Low Price Segment of cars in Lucknow with detailed analysis.
- **Post Graduate Diploma In Computer Application (PGDCA)** in 2001
MCRP University, Bhopal.
- **Bachelor of Arts (B.A.)** in 1998
Deen Dayal Upadhyay Gorakhpur University, Gorakhpur.
Subjects: English, Geography and Sociology.

EXTRA-CURRICULAR ACTIVITIES

- Attended 'Executive Certificate Program on Custom Clearance Procedure for Export and Import' organized by Federation of Indian Export Organizations.
- Successfully organized and participated "**B2B Meetings - India ASEAN Business Fair and Conclave**" from 18-20 December 2012 in Pragati Maidan, New Delhi, to promote company's products and explore new business avenues with the participating countries. Facilitated visit of Cambodian Commerce Minister to our stand along with Indian Commerce Minister Mr. Anand Sharma.
- 'Event - India Show Ethiopia Trade Fair 2011' - Coordinated all activities for the Trade Fair held in Ethiopia. Arranged products and promotional aids from India.
- Participated in the Bidding process of Soap and Edible Oil by visiting Ethiopian capital Addis Ababa.
- Initiated relationship with Ghana regarding commercial farming and arranged the meeting with H.E. Deputy High Commissioner of Ghana.

➤ Participated in National Seminar on “Trends & Innovations on Financial Products & Services” held at SCM Lucknow, April 7th 2007, as a member of Refreshment Team.

➤ Member of the organizing committee of U.P. Technical University, 4th convocation programme held on 28th November 2006 in Lucknow.

PERSONAL PROFILE

Date of Birth : 26.07.1979
Father’s Name : Mr. Rakesh Chandra Gaur
Gender : Male
Languages : Hindi, English
Address : Pharma Apartments, I.P. Extension, New Delhi -110092

New Delhi



(ABHISHEK GAUR)