



ABOUT

Hello, I am krushna Sharma, a marketing professional with 11 years of experience in back-office operation field, my area of expertise is in customer services.

OBJECTIVE

To be a part of a progressive firm offering opportunity for career advancement and Professional growth and which will help me gain sufficient knowledge.

CONTACT

PHONE:
+91-8160 340 755

EMAIL:
mekrushnasharma@outlook.com

DATE OF BIRTH

August 08, 1989

LANGUAGES KNOWN

English | Hindi | Gujarati | Marwari

KRUSHNA SHARMA

EDUCATION

Shree Kailash Higher Secondary School
SSC
2004 - 2005
59.61%

Shree Kailash Higher Secondary School
HSC
2005 - 2006
74.27%

Brahmachari Wadi Trust Institute of Business Administration
BBA
2006 - 2009
61.00%

Universal College of Engineering & Technology
MBA
2010 - 2012
7.85 CPI

WORK EXPERIENCE

Tata Consultancy Service - Customer Service Executive
2012 - 2017

To deliver Passport Seva Service to Citizen timely transparent more Accessible and in reliable manner through streamlined process trained and motivated work force.

Vidhi Wellness Pvt Ltd - Asst Marketing Manager
2017 - 2018

Handle All Marketing Activity Related to lab Services & Promote Lab services in market. Generate Revenue from consulting with Dr's. Lab services in market. Generate Revenue from consulting with Dr's. Corporate tie-up & Organized Health Checkup Campaign in Societies, Colleges and corporate sector.

HOBBIES

Playing Cricket
Listening Music

ADDRESS

Block No 35, Room No 272
Gujarat Housing Board,
Near Umiyanagar, Kalapinagar
Ahmedabad – 380016

SKILLS

M S OUTLOOK
M S OFFICE – EXCLES I WORD I
POWERPOINT
ERP

REFERANCES

Miss Bela Raturi

Team Leader
Tata Consultancy Services
Passport Seva Kendra – Ahmedabad
+91 95588 54168

Mr. Gajendra Sisodiya

Citizen Service Manager
Tata Consultancy Services
Passport Seva Kendra – Ahmedabad
+91- 99044 09015

Mr. Ramesh Lohar

Founder I owner I Principal Interior
Designer
R+R ATELIER LLP – Ahmedabad
+91- 7600123345

Mr. Raghav Patel

Founder I owner I Principal Architect
R+R ATELIER LLP – Ahmedabad
+91- 9879790595

Thank You

Krushna Sharma

WORK EXPERIENCE

Vishakha Irrigation Pvt Ltd - Sales & Marketing Coordinator

March 2018 – 2020

Coordinating the sales team by managing schedules filling important Documents and communicating relevant information responding to Complaints from customer and give after sales support. Communication with all branches (Only PVC Department) by mail / Phone. Registration of company in Government Department (Agricultural Department). Factories related activity like Dispatch, Material Planning, and Product Consignment stocks, follow-up with transporter, distributor and sales representative with coordination. Creating a delivery order in ERP Systems

Pavits Ceramics Pvt Ltd - CRM Executive

FEB 2020 – AUG 2020

Order Processing for the respective area after checking approvals & ensuring that order is correct in all respects then providing sales team with detail of material. To co-ordinate with sales team & plant for all the requirement of the sales team / plant to ensure smooth functioning in market. To send expected dispatch intimation / dispatch plan on daily basis to management, plant. To send sales report to the respective RSMs every morning. To ensure that Os, CNs, Material Requirement, Imprest queries. Imprest processing & Handling over to accounts. Outstanding retrieval – every 4 days including follow up with sales team. Daily Updating of HDFC Bank & sending collection detail to NSM. Daily Report Sending – Sales Register, Stock Planning, Marketing Stock, Daily Expected Dispatch Plan, and TMT Reports daily OS Remarks of ROM. Making Enquiry Entry in ERP.

The Carved Block - Project Co-coordinator

AUG 2020 – July 2022

Handling project assigned by Architect / Interior Designer. Purchase of Material, Manpower Handling, Agencies hiring,

Dharmaj Crop Guard Limited - Sales Co-coordinator

July 2022 – Nov 2022

Coordination with entire sales team. Creating a Sales order in ERP Systems. Calculation of Credit & Debit Note. Daily Creditors report. Sales plan reports every month. Enquiry handling.

R Plus R Atelier LLP – HR & Admin Manager

Nov 2022 – till date

Recruiting a new talent. Maintain books of account, Office admin related activity. On site visit & give daily update to client and respective head. Social Media handling – preparing daily post for social media platform. Handling Business Enquiry for the firm.

DECLARATIONS

I hereby declare that above information is correct to the best of my knowledge and belief.