



J-513 Barra world bank colony Kanpur -208027
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Personal Details

Name : - **Deepak Dubey**
DOB : - 09/08/1985
Education : - B.Com
Status : - Married
Currently : - Working as an import Executive
Interest : - Always keenness to know about new things
Current stipend :- 2.64
Expected stipend : - More than current

Professional Summary

Experienced [Import Executive/CRM] with over [15] years of experience in [Chemical & FMCG] Sector. Excellent reputation for resolving problems and improving customer satisfaction.

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level [import executive] position. Ready to help team achieve company goals.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Other related daily Routine works

- Making Proforma/Sales order and Invoicing/ Store Manage- input-output
- Chain Management
- Inventory Manage
- Normal Entries
- Bank Reconciliation
- To Maintain relation with Customer
- Co- ordinate with CHA
- BOE FILE FOR NOC
- To watch out about LC and B.G
- Operate personal Accounting Software – S&D, Tally Erp 9 – Marg and busy

WORK EXPERIENCE

Kanodia Traders (05.02.2022 to Still Now) Post- CRM

- To Communicate with the party, and the all member for making good business relation forever.
- To Resolve the issue as per shortly
- To maintain the good relation between the party and the owner of the company
- To supervise the all activity and having the step which is good for the company
- Carried out day-to-day duties accurately and efficiently.
- Having full knowledge of personal software offline & online like – Tally Prime, S&D Software, Marg, Busy and oracle and other too.

Import Executive/Account Assistant in (Chemical)

VIJAY SHANKER VINAY KUMAR SEP2019 – TILL Date

- To manage Store with looking input and output.
- Received and processed stock into inventory management system.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Conducted research, gathered information from multiple sources and presented results.
- Prepared variety of different written communications, reports and documents.
- Create sales order, Proforma Invoice & invoicing .
- To help in B.G & LC open in bank.
- to open insurance & banking work as per import payment.
- To maintain relation with customer for a long time.
- Identified issues, analyzed information and provided solutions to problems.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.

C.F.A Manger/Logistic Department

S.K AGENCIES –(CFA) KANPUR,-UNDER(D.F.M FOODS LTD) | Jun 2010 – July2019

- To manage Store with looking input and output.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Carried out day-to-day duties accurately and efficiently.
- Identified issues, analyzed information and provided solutions to problems.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.
- Maintained energy and enthusiasm in fast-paced environment.
- Exceeded goals through effective task prioritization and great work ethic.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Increased customer satisfaction by resolving issues.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Drove operational improvements which resulted in savings and improved profit margins.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Developed and maintained courteous and effective working relationships.

Ware house Incharge & Billing Executive

S.K AGENICES –(UNDER BAMBINO AGRO INDUSTRIES LTD,) KANPUR, | Jun 2010 – MAY2015

- Conducted research, gathered information from multiple sources and presented results.
- To manage Store with looking input and output.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Worked flexible hours across night, weekend and holiday shifts.
- Led projects and analyzed data to identify opportunities for improvement.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Used coordination and planning skills to achieve results according to schedule.
- Drove operational improvements which resulted in savings and improved profit margins.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Onboarded new temps by entering employee information into systems.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Prepared variety of different written communications, reports and documents.

Computer Operator/Billing Executive

NAND CONSTRUCTION PVT LTD, KANPUR, | Jun 2007–March2010

- TO MAKE BILLING & QUATATION
- PREAPRE ACCOUNT DAILY BASES
- DRAFTING & MAILL SURFING
- Assist in devising and implementing sales strategies
- Follow up on all inquiries and prepare proposals
- Perform WITH reporting and analysis

EDUCATION

- B.Com. from Kanpur University in 2004
- Intermediate from U.P. Board Allahabad in 2001.
- High School from U.P. Board Allahabad in 1999.

Professional Details

Tally diploma From Starlight & M.S Office from Elite linfosyes

Accounting knowledge in accounting tally Erp 9/prime also all software/ S&D, busy, oracle and other personal Software

Thanking You

DEEPAK DUBEY

Place : kanpur

DATE:-