****

To contribute meaningfully to the growth and success of the organization thereby gaining knowledge and experience to sharpen up my skills and techniques to undertake challenging assignments by the innovation with better development and deliver results in time with full accuracy.

**ABOUT ME**



bhatnagar.ankush@gmail.com



+91.8376002044

**WORK EXPERIENCE**  
7 Years

Sr. Executive – Sales Operations

**ANKUSH BHATNAGAR**



**Education**

* **Bachelor of Commerce** GraduatedManav Bharti University Marks 74%  
  UGC Board Division 1  
  Solan, Himachal Pradesh
* **Higher Secondary Certificate (H.S.C)** CompletedLaxmibai Smarak H.S. School Marks 56%  
  Board of Secondary Education Division 2  
  Gwalior, Madhya Pradesh
* **Secondary School Certificate (S.S.C)** CompletedGovt. Haridarshan H.S. School Marks 52%  
  Board of Secondary Education Division 2  
  Gwalior, Madhya Pradesh



**Work Experience**

**INVESTORS CLINIC INFRATECH PVT. LTD., NOIDA**

**12 October 2018 – Till Date**

**Sr. Executive – Sales Operations Department**

* Followed all client files from beginning to closing.
* Client Handling, Show Inventory & Site Visits.
* Site Coordination for Operation Department.
* I have coordinated these sites Gaurs (Atulyam, 7th, 14th, Wholesale Mart). Fusion Homes, Supertech Supernova, Rise Villas, Express Zenith & Prateek Edifice.
* Coordinated multiple listing and showing to ensure seamless transitions for customers.
* Coordinated multiple agents billing and accounts receivable for independent agents.
* Followed all Retention Cases & Related Files, Prepare Affidavit.
* Project Management, Hold Units, PC Accept, Project Coordination.
* Sales Team Associates Join & Left process (All HR Process), manage Sales Associates Attendance, Sales Associates Events, Meetings, Visits & Sales Sheets prepare, Manage Data Leads, Associates PIP, Active & Inactive on Company Software & all helping thing of Sales Associates.
* Booking Login process, Client KYC, BBA, RA, RC.
* Coordinate with Print Media Team for Ad Prints & Web-Portals.

**B.V.C. LOGISTICS PVT. LTD., DELHI**

**04 February 2017 – 17 August 2018**

**Operation Executive – E-Commerce Department**

* Pack, prepare, classify and hold the shipments according to destination and the routing to be handled by assigned staff.
* Calculate, account and provide information about the shipment statistics; weight, destination, quantity, type, charge…etc.
* Perform material handling, receive and deliver to the desired routing, processing, recipient or any other concerned party.
* Communicate, coordinate, follow up and report about on processing or hold items to be manipulated, delivered to other parties, or provide feedback about status.
* System generated Pickup Sheet, DRS Sheet, Reverse Pickup & RTO Sheet according to destination and the routing to be handled by assigned staff.

# E-BIZ TECHNOCRATS PVT. LTD., GWALIOR (M.P.)

## 02 December 2014 – 18 April 2016

**System Admin - IT Department**

* Perform daily system administration tasks to make sure maximum system performances availability.
* Perform installation, maintenance and tuning of server operating systems management of user accounts.
* Perform installation, maintenance & support of servers; hardware software.
* Provide operational support; storage environment for servers.
* Perform periodic hardware and software system maintenance backups.
* Manage support new technologies as adopted by the business.
* Letter of Income Tax & Sales Tax Department.
* E-Filing – E-Central Excise ER Form Fill, E-Service Tax ST3 Form Fill.
* E- Filing – E-49 Form Declaration, E-TDS, ‘C’ Form Application.
* E- Filing – E-Central Excise Challan, E-Service Tax Challan.

# POONAM & BROTHERS PUBLICATION HOUSE, GWALIOR (M.P.)

## 15 December 2013 – 04 November 2014 Stock Manager - Stock Department

* Computer Data Store in Company Software.
* Manually Stock Managing.
* Computer Stock Managing.
* Company Ledger Handling.
* Invoice, Order Acknowledgement, Quotation & Purchase Order.

# GANGWAL UDYOG PVT. LTD., GWALIOR (M.P.)

## 05 April 2010 – 06 December 2013

## System Admin - Accounts Department

* Letter Drafting, E-mail, Bank Account Statement.
* Bank RTGS/NEFT Form Fill, Weight Chart, Forwarding.
* Letter of Debit Note, Credit Note & Bank LC.
* Covering Letter, Invoice, Order Acknowledgement, Quotation &COD.
* Letter of Income Tax & Sales Tax Department.
* E-Filing – E-Central Excise ER Form Fill, E-Service Tax ST3 Form Fill.
* E- Filing – E-49 Form Declaration, E-TDS, ‘C’ Form Application.
* E- Filing – E-Central Excise Challan, E-Service Tax Challan.



**Computer Proficiency**

* **Operating System** Windows (All Version)
* **MS-Office** MS-Word, MS-Excel, MS-Power Point, MS-Document

Scanning & MS-Picture Manager

* **Software Assist** Company all Software (STS, SAS, HR Portal, SAP & ERP)
* **Internet** E-Mail, Web Access & Surfing
* **Computer Hardware** Assembling & Installation
* **Computer Typing** English



**Extra-Curricular Activities**

* Certification in **PHP PROGRAM** with **‘A’ Grade** program was during the period **10/01/2014** to **09/04/2014** from **DUCAT, GWALIOR.**
* Certification in **WEB DESIGNING PROGRAM** with **‘A’ Grade & 70%** program was during the period **May-2013 to July-2013** from **PRATEEK INSTITUTE OF INFORMATION TECHNOLOGY, GWALIOR.**
* Diploma in **DATA ENTRY & COMPUTER OPERATOR** with **‘A’ Grade** program was during the period **January-2010 to February-2010** from **3S TECH (INDIA), GWALIOR.**
* Diploma in **COMPUTER APPLICATION** program was during the period **01/05/2006** to **30/09/2006** from **GWALIOR POLYTECHNIC COLLEGE**, **GWALIOR**.
* Participated in **“VIVEKANAND PRASHNOTTAR QUIZ”** received in **Certificate & IstPrize**.
* Participated in **“KHO-KHO” “MAJOR DHYANCHAND SMRITI”** received in **Certificate & IIndPrize**.



**Personal Details**

* **Father’s Name :** Late Shri Santosh Kumar Bhatnagar
* **Mother’s Name :** Smt. Madhubala Bhatnagar
* **Date of Birth** : 08 August 1988
* **Marital Status** : Married
* **Gender** : Male
* **Present Address** : Flat No.402, Tower-B8, Supertech Eco Village-1, Sector-1,

Bisrakh, Greater Noida West – 201 303 (U.P.)

* **Permanent Address** : House No.09, Bank Colony, Bavan Payega Road, Nai Sadak,

Lashkar, Gwalior – 474 001 (M.P.)

* **Nationality** : Indian
* **Regional** : Hindu
* **Language Known** : Hindi & English

**Declaration**

I, Ankush Bhatnagar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

|  |  |  |  |
| --- | --- | --- | --- |
| Ankush Bhatnagar  Noida, Uttar Pradesh |  |  | frame.png |