

Dharmendra Kumar PANDEY

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To become a successful person and to obtain a responsible, challenging role in the corporate world which would help me in showing my sales and operational work experience technical and academic skills and professionally assist the organization in achieving their goals.

PROFESSIONAL HIGHLIGHTS

G B Agro Industries

Mar-2020 to current date

Back office & Sales Coordinator

- Maintaining the records order and preparation invoice
- Follow-up for the payment as well as handle customer and complaint.
- Maintaining and Analysis of primary and secondary sales of all India.
- Taking Follow up of pending Outstanding Payment.
- Coordinate with sales team to get potential client.
- Preparing MIS Report, sale report, sale order status and order planning.

JB Ecotex LLP.

Aug-2015 to Feb-2020

Dispatch Assistant Manager

Jaipur Rugs Pvt LTD

Dec-14 to Oct-15

Back Office Executive.

(Follow up Production Order Management)

Key Responsibilities:

- Daily Basis Take the Follow up production Oder with Quality Supervisor and Vendor.
- Weekly Meeting with Quality Supervisor and Vendor production Related.

Software Knowledge

- Basic Computer Knowledge.

ACADEMIC CREDENTIALS

2008-2011	B.A. from Veer Bahador Singh Purvanchal Univercity.
2006-2008	Class XII (UP) from Radha Swami Dham .(Bhadohi, UP)
2005-2006	Class X (UP) from , Shree Maa Vindhyvasani Inter College. (Bhadohi, UP)

PERSONAL DOSSIER

Date of Birth	:	10 th Oct, 1991
Language Proficiency	:	English, Hindi,
Nationality	:	Indian
Present Address	:	Chhatami Radha Swami Dham S.R.N. Bhadohi, U.P.