**PANKAJ KUMAR** icon-1.png 

+91-8875868486 [pankaj.verma702@gmail.com](mailto:pankaj.verma702@gmail.com)

***Career Objective:***

To Work in a challenging and responsible positions in a growth oriented and Dynamic organization, and contribute to the pursuit of organization’s mission, by employing my natural creativity as well as strong interpersonal skills.

***Academic Qualifications’:***

* **B.Tech** (2008-2012) with Information Technology from Rajasthan Technical University.
* Senior Sec. Examination (2007-2008) R.B.S.E. Board.
* Secondary Examination (2005-2006) R.B.S.E. Board.

***Overview Experience:***

* **NPV Firm**

CRM – Administrative Coordinator (SEP. 2016 – Present)

* To handle Application Software various modules of Resources, generate report and manage entries.
* Manage vendor’s details, communicate with clients and manage information or update it.
* Communicate with the vendor’s, manage domestic clients meetings and manage data through office.
* Manage dashboard, teamwork schedule and generate report daily/weekly of work.
* Manage team and regularly follow-up with Manager.
* **Orientique Australia (Online Wholesale E-Commerce)**

Ecommerce Website Coordinator (APRIL 2015 - JUNE 2016)

* Handle Home based work, design and manage the front-end of e-commerce website and design newsletters and manage portals.
* Manage the E-Commerce platforms, catalogue management and maintain the online activities.
* Data Analysis, made banners, stickers, newsletters, communicate with international team for promotions.
* Inventory Management, Product Sales, Listing the products according to the season.
* [*www.orientique.com.au*](http://www.orientique.com.au)
* [*www.victoriasdream.com.au*](http://www.victoriasdream.com.au)
* [*www.dwij.com.au*](http://www.dwij.com.au)

***Technical Skills:***

* **Administrative:** MS Office, OPEN Office, File Handling, ERP.
* **E-Commerce:** Inventory listing, Catalogue Design, Product Management, B2B sales,

Website Management, Category analyst.

* **E-commerce Tools:** Magento Admin, ERP (Oracle 10i).

***Corporate Skills:***

* Software Management, Ecommerce Management, Client Servicing/CRM, IT Team-Management, Recruiting.

***Other Work Projects:***

* [*www.udaipurlawyer.com*](http://www.udaipurlawyer.com)
* [*www.ubuy.com*](http://www.ubuy.com) */* [*www.ubuy.com.kw*](http://www.ubuy.com.kw)

***Hobbies:***

* Galli-cricket, Badminton, Dance, Music, Social sites searching.

***Strengths:***

* **Good problem solving ability** and analytical skills to solve the problem efficiently.
* **Good team player** and have **excellent interaction skill** to coordinate and work within a team.
* **Good Communication ability** skills with real world**.**
* Provide **suitable** **guidance** to juniors and maintain **proper decorum** in Training cell.

***Family Information:***

* Father’s Name: MR. Prem Kishan Verma
* D.O.B.: 07/05/1990
* Passport: Yes.
* House Address: 65/105 Sec-6 Housing Board, Sheoupur Road, Pratap Nagar.
* Hometown: Jaipur.

#### Declaration:

I hereby declare that all information given above is true to my knowledge.

Date: 01-July-2018. **PANKAJ KUMAR**