

## **Curriculum Vitae**

### **Ajay Kumar**

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### **OBJECTIVE**

A challenging position in Organization where my Professional and educational background in Management will be of value to the organization.

### **SYNOPSIS**

- 10+ years of Experience in Tender Participation & MIS Operations & Govt. Sales
- Excellent analytical, leadership and communication skills
- Eye for details
- Effective team player
- Result oriented, High degree of initiative and drive, strive to take higher responsibilities
- Flexible and open to changing priorities and managing multiple tasks simultaneously within compressed time frames

### **CAREER FEATURES**

#### **Working with Intek Micro Systems Private Limited**

(Jan'24 to Currently working)

As a Business Development Manager (Government)

It is a IT solution provider company.

### **JOB ROLES AND RESPONSIBILITIES**

1. Take sales target and achieve accordingly.
2. Every month including new good logos in company customer list.
3. High level of outbound calling to white space accounts.
4. Maximizing the coverage within a defined region and penetrate organizations with Intek.
5. Commitment towards achieving business objectives.
6. Continuous enhancement of skills and ability.
7. Maintain and Support an innovative environment.
8. Initiating telephone and email contact with potential govt. prospects.
9. Plan daily interaction with white space prospects.
10. Tendering in GeM and other Govt. Portals.
11. Generate Leads and Direct Orders in GeM.
12. Participate in Govt. Tenders Like CPPP, SAIL, AAI, UTI, DRDO, Gem Etc.
13. Respond on customer queries and give them support.
14. Analysis the technical specs of tender and participate accordingly.

## **Worked with Veeam Software Private Limited (India)**

(Nov'21 to 31<sup>st</sup> Oct'23)

As a Business Development Representative (Inside Sales) and Gem Sr. Executive

It is a Software Company deals in Backup Software Solution.

### **JOB ROLES AND RESPONSIBILITIES**

1. High level of outbound calling to white space accounts
2. Max. coverage within a defined region and penetrate organizations with Veeam products
3. Coordinating sales activities within the expanded Veeam Team
4. Initiating telephone and email contact with potential prospects
5. Setting appointments with white space prospects for territory team
6. Tendering in GeM and other Govt. Portals.
7. Generate Leads and Direct Orders in GeM
8. Participate in Govt. Tenders Like CPPP, SAIL, AAI, UTI, DRDO, Gem Etc.
9. Respond on customer queries and give support
10. Analysis the technical specs of tender and provide Product link for tender
11. Share Budgetary Quote to Partners for Tenders
12. Build Partner ECO system
13. Onboard Active Partners for Govt. Business
14. Maintain data of Tenders, MAF allotment and partner onboarding
15. Work in SFDC to update all deals

## **Worked with VCARE InfoTech Solutions and Services Pvt. Ltd. (NewgenIT)**

(Apr'2021 to Nov'2021)

As a Sales Operations and Tender Coordinator

It is a System Integrator and deals in Information Technology Products

### **JOB ROLES AND RESPONSIBILITIES**

1. Tendering in GeM and other Govt. Portals.
2. Prepare Technical & Financial Proposal for Tender, Generate Leads and Direct Orders in GeM
3. Participate in Govt. & Private Tenders Like CPPP, SAIL, AAI, UTI, Reliance Etc.
4. Respond on customer complaints and give support after sales
5. Follow-up OEM's for documentation to be submit in tender
6. Analysis the technical specs of tender and coordinate for Product link for tender
7. Analyses and take Budgetary Quote from Purchase Team to Win the Tender
8. Handled the MIS Reports and Sales Coordination.
9. Make sales related data in Excel and present when required
10. Maintained Data standards and corrective by coordination with Team.
11. Resolves all STAFF related Issues and Present Territory Sales Graph.
12. Worked in SFDC to Standardize MIS structures.
13. Prepare Quarterly and Yearly Sales PPT for Management presentation.

### **Worked with Quick Heal Technologies Limited**

(Sept'2017 to Apr'2021)

As a GeM and Sales Operations Coordinator

It is a Information Technology and Cyber Security Company

#### **JOB ROLES AND RESPONSIBILITIES**

1. Generate Revenue by Tendering in GeM and other Govt. Portals.
2. Consult about GeM activities.
3. Work in GeM (Govt. E Market) to participate Tenders and Direct Orders.
4. Participate on behalf of Company in Direct Govt. Tender Like as BHEL, SAIL Etc.
5. Handled the Pan India MIS Reports and Sales Coordination.
6. Do All Sales Operations.
7. Maintained Data standards and corrective by coordination with Team.
8. Resolves all STAFF related Issues and Present Territory Sales Graph.
9. Work in SFDC to Standardize MIS structures.
10. Prepare Quarterly and Yearly Sales PPT for Management presentation.

### **Worked with Auto Flame Enterprises**

(Jan'2017 to Aug'2017)

As a MIS Coordinator and Team Leader

This Company deals in Household Appliances.

#### **JOB ROLES AND RESPONSIBILITIES**

1. Handled the team and the territory targets with MIS reports.
2. All Store Operations with report and PPT preparations.
3. Maintaining SALES standards by coordination with Sales Team
4. To resolve all STAFF related matters and Present Territory sales report.
5. To make a CONDUCTIVE WORKING ENVIRONMENT for the EMPLOYEES to build a GOOD TEAM

### **Worked with Luminous Water Technologies Pvt. Ltd. (SAR GROUP OF COMPANIES)**

(May'2015 to Dec'2016)

As a Sales Coordinator (Sales & MIS - PAN INDIA SALESFORCE MANAGEMENT)

This Company deals in Water Purifiers & Luminous Inverters and Batteries

#### **JOB ROLES AND RESPONSIBILITIES**

1. Handling Team of EXECUTIVES/ASM PAN INDIA (Team Size 100+)
2. Assisting to Manager (PAN INDIA EXECUTIVE MANAGEMENT) for Sales Training, MIS & Coordination
3. Application Training to EXECUTIVES
4. Handling Sales CRM & Service CRM.
5. Handling the team and the territory targets.
6. Support sales team to achieving their Targets

## **Worked with SEAGRAM'S**

(Sept'2014 to May'2015)

As a Operations Executive

It is a Liquor Company deals in Indian & Imported wines.

### **JOB ROLES AND RESPONSIBILITIES**

1. Do all Liquor Shops Operations like Stock management and Build relation with shops owners and Increase sales graph
2. Maintaining sales standards at allotted shops
3. To resolve all stock related procurement
4. Train new promoters for how to convince customer
5. Responsible for coordination between management and Liquor shops for sales planning and OEM branding at shops about promotions

## **Worked with SIMPLEX INFRASTRUCTURE PVT. LTD.**

(Jul'2013 to Aug'2014)

As a Sales Coordinator

It is a Infrastructure Company deals in Construction Projects.

### **JOB ROLES AND RESPONSIBILITIES**

1. All Sites Operations like Machinery deployment, DSR report and Site Equipment stock list
2. Maintaining data of Site Team like attendance, Daily wages and salary
3. To resolve all issue of Site (Machine Deployment, Transfer & Un-deployment and Team deployment & Discharge)
4. Prepare report of Deployed Machineries at Construction Site
5. Coordination with Site Team for daily issues and site requirement

## **SCHOLASTICS**

Particulars	Institution/University	PERCENTAGE %
MCA Pursing	IGNOU, NEW DELHI	Pursing
BCA	IGNOU, NEW DELHI	57%
12 <sup>th</sup>	C.B.S.E	57%
10 <sup>TH</sup>	C.B.S.E	53%
Diploma in TALLY 7.2 & 9	VEDENTA FOUNDATION	B+
Diploma in Computer Applications	VEDENTA FOUNDATION	B+

## **PERSONAL DETAILS**

Name : Ajay Kumar  
Father's Name : Sh. Adesh kumar  
Date of Birth : 24-Oct-1991  
Marital Status : Married  
Language Known : English, Hindi & Punjabi.

(Ajay Kumar)