




**Anuj
Kumar**

DATE OF BIRTH:
21/12/1995

CONTACT

Nationality: Indian

Gender: Male

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ABOUT ME

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

WORK EXPERIENCE

12/07/2017 – CURRENT – Ludhiana, India

SALES COORDINATOR

Stryder Cycle Pvt.Ltd

- Joined Tata International Ltd, Ludhiana from July 2017 to till date.
- Maintaining Stock in system as well as physical.
- Worked in SAP with Warehouse team for half year.
- Punching Sales order from Customers.
- Make Invoice in absence of concerned.
- Worked in S.D module of SAP.
- Share daily shortage for Dispatch of orders.
- Handling the customer problems.
- Worked as a Billing transfer to sale order
- Maintain Order Punching report daily basis
- Total Work Experience- 4 Years.
- Working Software- SAP in S.D Modules.
- Responding to complaints from customers and give after-sales support when requested
- Handle the processing of all orders with accuracy and timeliness
- Providing sales and administrative support through various office duties such as answering the phone, making calls to vendors.
- Supporting the sales team in attaining sales targets

EDUCATION AND TRAINING

13/03/2015 – 18/05/2018 – Punjab, INDIA, Ludhiana, India

Three Year Diploma in Computer Science Engineering in Ludhiana Polytechnic Collage Katani kalan Ludhiana

katani kalan,ludhiana-chandigarh highway,Near Neelon Bridge,
Ludhiana, Punjab 141001

Field(s) of study

- Education : *Education science*

www.lpcldh.com

04/04/2013 – 10/04/2014 – Ludhiana, Punjab, Ludhiana, India

One year course in ADICA, Oracle and Computer basics at Oster Education (Regd.) Ludhiana.

Oster Education (Regd.) Ludhiana

www.ostereducation.com

LANGUAGE SKILLS

MOTHER TONGUE(S): Hindi / Panjabi; Punjabi

OTHER LANGUAGE(S):

English

Listening
A1

Reading
A1

**Spoken
production**
A1

**Spoken
interaction**
A1

Writing
A1

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Google Drive / Outlook / Facebook / Instagram / Social Media / SAP ERP System (TRP/TRQ) / SAP (MM SD)