

Resume

LALIT PANT

E- 142 Bharat Vihar Kakrola,
Near Sani Bazar chowk, Dwarka Sector- 14
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OBJECTIVE:

- To become a part of team where I can give a practical shape to my knowledge and grow with the organization and work for thriving professional excellence.

EDUCATIONAL QUALIFICATIONS

- Graduate (BCA) from Sikkim Manipal University.
- Senior Higher Secondary from **CBSE**, New Delhi 110078.
- Higher Secondary from, **CBSE**, New Delhi- 110078.

ADDITIONAL QUALIFICATIONS

- One Year Diploma (DIT) in Computer Application from Lal Bahadur Shashtri Training Institute, New Delhi.
- English Typing.

WORK EXPERIENCE

- **Ecommerce Executive- 10 month experience at FUNCART.IN, New Delhi (September 2015 to July 2016).**
 - Monitor all online orders and shipments and communicate the order status to customers at any point in time. ... Together, these things play a key role in the customer experience, letting buyers know what to expect for their delivery and being notified of any delays
 - Resolved all problems, improved operations and provided exceptional client support.
 - Manage all online activity in relation to traffic acquisition, sales, conversion and testing and reporting.
 - Responsible for generating sales via online channels.
- **Data Entry Operator- at Intellectual Property India (Trademark), New Delhi -6 Month Experience (July 2016 to January 2017).**
 - Enter and update data daily and ensure that entries are correct and complete.
 - Scanned documents and saved in database to keep records of essential organizational information.
 - Tracked and maintained records for all departments.
- **Sale Coordinator at Intertek India Pvt Ltd- 3 Years Experience, New Delhi (February 2017 to January 2020).**

- Coordinating the sales team by managing schedules, filing important documents.
- Communicating relevant information. Sales, conversion and testing and reporting.
- Collaborated with various departments to manage sales and territory data to collect accurate pricing and costing information.
- Ensuring the adequacy of sales-related equipment or material.
- Responding to complaints from customers and give after-sales support when requested.
- Kept detailed records of sales and customer information in Software, updating database regularly to maintain top-notch service.
- Produced contracts, reports, letters, and proposals for clients.

➤ **Data Verifier at Oculous East Private Limited (Cogito), Noida (February 2020 to August 2020).**

- Verify data by comparing it to source documents.
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks as required.
- Enter and update data daily and ensure that entries are correct and complete.
- Maintain confidentiality of sensitive information.

Area of Interest & Expertise

KEY SKILLS

- **Behavioral Skills:** Good listener and ability to work individually as well as in a team.

HOBBIES

- Playing Cricket
Listening Music,
Traveling

Father Name : Shri Gopal Dutt Pant
Date of Birth : 17 – 08 - 1995
Language Known : Hindi, English
Nationality : Indian

Date:

Place:

(LALIT PANT)