

# Deepak Kumar

Currently working in JEPL (Jagdamba Enterprises Pvt. Ltd.) as Sales & Marketing for Tmt in Nepal.  
Having 5.5 Years professional Experience.

#Vill-Babhanauli, Mainatand, Dist-W.Champaran, Bihar,

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## Procurement & Sales

- The job of procurement is to supply labor to clients or construction sites.
- Our organization takes the requirements of manpower from the client and fills it out.
- First of all the Sales person find the construction sites and then they move the site.
- Sales person inform the Business Development Manager about the sites, then he collects all the information about the sites.
- The Sales person will check the terms of conditions and payment terms of the construction sites.
- If everything is fine then sales person informs to BDM and BDM calls to procurement that sites are ok then you can proceed for labor mobilization.
- Procurement person coordinates with suppliers and communicates their labor requirements.
- When the labors get arranged, our organization mobilizes the labor to the sites.
- Sales person send quotations to clients before mobilizing labors.
- Sales person follow up sites every month about payments.

## Professional Experience:

### Jagdamba Enterprises Pvt. Ltd. (JEPL, Nepal)

Sales & Marketing (01 Dec 2022 to Till Date)

DEPARTMENT : Tmt Sales

## Job responsibilities

- Develop brand image and position the product in the market.
- Communication across all customer touch-points through dealer distributors network.
- Coordination with Production team for production planning according to demand.
- Marketing experience in Rolling mill of TMT and Heavy structure with minimum production target of 1 lakhs ton per annum.
- Good technical knowledge of product composition.
- Knowledge of dealing multiple products and depots.
- Must be able to perform market research and develop marketing strategy with maximum customer and dealer satisfaction.
- Researching consumer markets, monitoring market trends and identifying potential areas in which to invest, based upon consumer needs and spending habits.
- Track marketing parameters such as pricing, distribution, and POS to assist in better positioning

### **Previous Employment:**

#### **Jagdamba Enterprises Pvt. Ltd. (JEPL, Nepal)**

Data Operator (01 Jan 2017 to 18-Jan-2018)

DEPARTMENT : Tmt Dispatch

### **Job responsibilities**

- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Research and obtain further information for incomplete documents.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files.
- Ensure proper use of office equipment and address any malfunctions.

### **Previous Employment:**

#### **Aegis Bpo Services Limited, Gurgaon (India)**

Customer Care Executive (22-Jan-2018 to 21-Jul-2018)

DEPARTMENT : Airtel Mo. Collection

### **Job responsibilities**

- Communication Proficiency - Ability to convey message effectively: Comprehension, Active Listening, Rate & Clarity of Speech, Conversational Ability.
- Ability to understand the customer problem and provide solution or information as per company policies and process.
- Ability to compose grammatically correct, concise, and accurate paragraphs.
- Good understanding of etiquette for written communication.
- Customer Centricity - The mindset of "highest value for the customer" always willingness to help, demonstrate ownership, and attention to details.

### **Previous Employment:**

#### **World Star Manpower Supply (Abu Dhabi, UAE)**

Document Controller (01-Aug-2018 to 21-Jan-2019)

DEPARTMENT : Operations

### **Job responsibilities**

- Preparing the Method Statement as per site condition.
- DPR- (Daily Progress Report) Preparing of DPR.
- WPR - (Weekly Progress Report) Preparing of WPR.

- Handling all document as per ISO standard.
- Communication with client for the approval status.
- Developing and implementing document management systems and processes to improve efficiency and accuracy.
- Ensuring that all documents are properly reviewed, approved, and signed off before they are released or distributed. Ensuring that documents are archived and disposed of according to company policies and regulatory requirements.
- Monitoring document usage and ensuring that all users are trained in how to access and use documents.

### **Previous Employment:**

#### **World Star Manpower Supply (Abu Dhabi, UAE)**

Operation Assistant (22 Jan 2019 to 23 Jun 2019)

DEPARTMENT : Operations

### **Job responsibilities**

- Error is readily ascertainable by the supervisor and can be corrected.
- Promotes and takes an active part in quality improvement processes.
- Acting as second-in-command to the manager, and taking care of all duties in their absence.
- Preparing and filing forms and other documents.
- Assisting with recruitment and onboarding processes.
- Analyzing all operations and forwarding suggestions for improvement to the Manager.
- New site entry in excel sheet of data base.
- Check the availability of bed space in company camp.
- Coordinate with transport assistant about vehicle situation.
- All issues inform to operation manager.
- Labors mobilization list preparing.

### **Previous Employment:**

#### **World Star Manpower Supply (Abu Dhabi, UAE)**

Procurement Manager (25 Jun 2019 to 28 Aug 2020)

DEPARTMENT : Procurement & Sales

### **Job responsibilities:-**

- Collaborate with key persons to ensure clarity of the specifications and expectations of the company.
- Perform risk management for supply contracts and agreements.
- Payment terms negotiation, optimization and management.
- Maintain good relationships with suppliers and renegotiate prices on a regular basis.
- Administration and reporting as necessary.
- Make or purchase policy analysis and recommendations.
- Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines.

### **Previous Employment:**

**MCC Group (Sharjah, UAE)**

Business Development Manager (25 Sep 2020 to 28 Sep 2021)

DEPARTMENT : Sales & Marketing

**Job responsibilities:-**

- Analyze sales reports, and provide strategies to Trim overhead and increase profit
- Identify new market opportunities via market research and initiate contact.
- Create proposals for existing clients to improve their business utilizing company services.
- Generate sales presentations as well as assist junior developers with theirs.
- Respond to all issues with prompt attention.

**Educational Qualification:**

- 10<sup>th</sup> from MAC School in BSEB board in 2012.
- 12<sup>th</sup> from RKS College in BSEB Board in 2014.
- B.B.A from RLSY College in BSEB in 2017.

**Technical Qualification:**

- ADCA in Computer
- Tally in Computer

**Training Undertaken/Event Attended:**

- Attended ISO Certification programme in WSM (Abu Dhabi, UAE)
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**Special achievements:**

- 01 Times CEO award received for best the performance.

**Personal Details:**

Name	: Deepak Kumar
Father's name	: Devi Shanker Pandey
Date of Birth	: 05/03/1996
Gender	: Male
Marital Status	: Married
Languages Known	: English, Hindi
Nationality	: Indian
Permanent Address	: Vill-Babhanauli, P.O.+P.S.-Mainatand, Dist-W.Champaran Bihar, 845306

Date: 09/07/2023

(Deepak Kumar)