

## Curriculum - Vitae

Abhishek Raj Bajpai

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### Objective

To Obtain A Position As A Manager In A Well Established Organization That Will Utilize My Skills Thereby Contributing To The Company's Growth.

### Work Experience

**Tata Motors (Commercial) PRAYAG UDYOG PVT LTD.:** Currently Working on EDP CPSC Manager from Nov.2024 to Till Date.

- Daily Prepare and Monitor on Sales Pipeline(C0,C1,C1A,C2,C3) and Beat Plan
- Daily Prepare and Monitor on CPSC Report (Sales and Service).
- Preparing Various Reports Sales and Service through Tata CRM Portal and Insight Portals.
- Expert to Maintain All Type of Document Related with Vehicles booking, invoicing claims etc.
- Maintaining the MIS on Excel and Co-Ordinate with GM and Sales and Service Team on daily basis.

**Tata Motors TMB:** Currently Working on EDP MIS Manager (From Oct.2022 to Nov2024)

- Work on DMS Software for Booking and Vehicle Invoicing on daily basis.
- Preparing Various Reports through **DMS (Distributor Management System)**.
- Preparing daily OFTEK Reports on daily basis.
- Expert to Maintain All Type of Document Related with Vehicles booking, invoicing, claims etc.
- Preparing **Claims Reports**.
- Maintaining the MIS on Excel and Co-Ordinate with GM on daily basis.

**Bajaj Corp Limited (Bajaj Group):** MIS EXECUTIVE (From 6<sup>th</sup> Oct.14 to 6<sup>th</sup> April2020)

- Preparing dispatch data order collection, sales order, purchase order inward out ward through **SAP**.
- Preparing Daily Sales Reports in Excel (Primary Secondary Sales Report) of UP, MP, CG Region.
- Preparing Various Secondary Reports through **SFA (Sales force Automation) and DMS (Distributor Management System)**.
- Analysis daily Primary and Secondary report and send to Branch wise to concern Sales Team on Daily Basis.
- Checking Travelling Expenses of ASO, SO, SSO, ASM of UP, MP, CG Region as per Company Policy and guidelines.
- **Checking Claims** (ISR Salary, Van, Monthly Scheme Claims of Stockiest Urban And rural Area) Monthly Basis of UP, MP&CG Region.
- Calculating Scheme like QPS, Incentive scheme, free issue and secondary as per DMS Regarding Secondary Claims.
- Preparing Incentive reports through **DMS and SFA**.
- Preparing **Claims Tracker** on Monthly Basis and Managing NDC on QTY/Half Yearly/Yearly Basis as per company Guidelines.
- Preparing Sales Plan (Primary and Secondary) Weekly Monthly basis as per company Requirement.
- Preparing Stockiest Wise Secondary and Closing Stock on Monthly Basis.
- Preparing Weekly Town Week Wise Secondary and Closing Stock of UP, MP&CG Region.
- Preparing Monthly Primary and Secondary Reports of UP, MP&CG Region.
- Preparing Monthly **Forecast** of UP&UK Region.
- Attending All Type of Correspondence Related to UP, MP&CG Region.
- Assisting To DGM of Central Zone, If Any Kind Of Job Given.

**United Spirits Limited (U B Group):** MIS EXECUTIVE (SAP) (12 April 2010 To 2014).

**United Spirits Limited (Usl) – The Inr 5700 Crore Spirits Arm of the UB Group- Is India's Largest and the World's 2<sup>nd</sup> Largest Spirits Company.**

### Competency & Skill

- Looking After UP-2(Twenty Two Towns) of West Zone.
- Daily Indenting With Following Distillery- **Rosa / Cdbi / Ssdl / Pilkhani / Unnao**.
- Daily Order Collection, Dispatch / Pending and Stock Position Detail.
- Daily Liaison with All Six Distilleries.
- Daily Town Wise Party Wise Primary Sales Statement.
- Daily Manager Wise Primary Sales Statement.
- Providing Daily Primary Datas To Mr. Rajiv Gupta's Office (Pc Group)
- Weekly Town Wise Secondary and Closing Stock of UP-2 West Zone.
- Monthly HQ Wise Target vs. Achievements of UP-2(West Zone).

- Monthly Primary and Secondary Data of UP-2 (West Zone).
- Sales Plan- primary / Secondary
- Monthly Primary and Secondary Industry data.
- Monthly Promoter's Salary.
- Monthly Sales Promotion Claim's (Annex-1 & II) Of UP-2(West Zone).
- Event Promotion Claim's / MSPF
- MOR Of UP-2.
- Review Meeting Format
- All Type Of Correspondence Related To UP-2(West Zone) With Delhi / Distillery And Field Force.
- Assisting To Gm / UP-2 Head Of Other UsI, If Any Kind Of Job Given.

**Ang Auto Ltd.: Executive –Sap** (11 Mar. 2008 to 30 Mar. 2010)

Ang Auto Ltd. Is One Of The Largest Manufacturers Of Trailer, Tipper, Tanker, Container, Mobile Tower, Tower Crane & Heavy Structure Steele Fabrication In India & Automotive Components Used In The Manufacture Of Tower, Container, Trailer Axles, Transmission And Air-Brake Systems. It Represents A Dependable Component Outsourcing Point For Auto Majors Across The World. More Than 55 Per Cent Of Its Revenue Is Derived From Exports To Quality Conscious Us and European Markets In Addition To Australia, Brazil and Mexico

**Competency & Skill**

- Making Sale Purchase & Sales Order Daily Basis in ERP System (Sap).
- Making the MIS Report on Excel and Manage To All Field Force.
- Making Reports Daily Basis Related To Automobile Parts.
- Making Claim Reports.
- Any Negotiation with Vendors or Suppliers for Monetary Profit.
- Handling Vendors Quarry and Resolve the Problems.
- Daily Correspondence to Units.

**Reliance Gen. Insurance Co. Ltd.:- As Accountant- Sap** (Jan.2007 to 29 Feb. 2008.)

**Package Worked On:** Sap, Cms (Claim Management System), Ms-Word, Ms-Excel, Ms-Powerpoint

**Competency & Skill**

- Reconciliation of Customer Claim Payment.
- Making Claim Payment through Sap (ERP) System.
- Working On **Sap (ERP) Version 4.7.**
- Handling Claim Payment in **CMS** (Claim Management System) and 64vb.
- Making MIS Report on Excel.
- Handling Petty Cash, Employee Reimbursement, Bas Payment.
- Verifying Down Payment Received By Customers Through Sap Database
- Maintaining and Reconciliation of Service Tax File.

**ICICI Lombard General Insurance Co. Ltd.:-As Sales Operation** (March. 2006 to Jan 2007)

**Competency & Skill**

- Work On Purchasing Software (**Path Finder And Online Manager**) And Also Work On Outlook Express.
- Expert To Maintain All Type Of Document Related With **General Insurance** Just Like Handling The Cover-Note, Fill The Proposal Form's, Make A Approval's And Qc Of The Document's .
- Maintaining the Mis On Excel And Co-Ordinate The Agent's.

**Rashmi Khetrpal & Co., Gurgaon: - As Account Executive** (Dec.2004 to Jan.2006)

**Competency & Skill**

- Maintaining the Voucher, Bank Reconciliation, Cashbook, Daybook.
- Working On Nsdl Software.
- Worked As Auditor For Spanco Telesystem & Solution Pvt. Ltd, Grintex India Pvt, Ltd, and N.D Satcom India Pvt Ltd. In Gurgaon.

### Academic Qualification

- 1 **MBA (Finance)** From Sikkim Manipal University, Approved By Ugc, Ministry Of Hrd, Govt. Of India.
- 2 **B.Com** from Lucknow University.
- 3 **Intermediate** Science Background from U.P. Board.
- 4 **High School** Science Background from U.P. Board.

### Additional Qualification

**Computer Knowledge:** One Year "Post Graduate Diploma In Computer Application" (PGDCA) From Headway Computer Education.

**Key Skill:** - VLookup, Pivot table, Advanced Filter, Macro, Concatenate, If function, Data Validation, Conditional Formatting etc...

**Operating System:** - Dos, Win98, Xp

**Software:** - Ms-Word, Ms-Excel, Ms-Powerpoint, Ms-Access,  
Software Installation, Troubleshooting Of Software & Hardware Related Problem's.

**Account:** - Tally 7.6 & 9.0 Erp System. Extra Curricular Activities

- 1 Certificate in 'NCC' From Up Airving.
- 2 Participate In Combined Annual Training Camp From 3 Month
- 2 Participate In The Clean Gomti Abhiyan As Social Service Camp.

### Personal Profile

<b>Name</b>	:	Abhishek Raj Bajpai
<b>Father's Name</b>	:	Sushil Kumar Bajpai
<b>Date of Birth</b>	:	11 Oct 1982
<b>Sex</b>	:	Male
<b>Marital Status</b>	:	Married
<b>Languages Known</b>	:	Hindi & English
<b>Hobbies</b>	:	Net Surfing, Mailing, New People Visiting.
<b>Mailing Address</b>	:	Sec -I, E-3, H.No-882, Aliganj Lucknow
<b>Location</b>	:	<b>Any Where in North India.</b>
<b>Current Salary</b>	:	<b>22000/Month + Quarterly Bonus</b>
<b>Expected Salary</b>	:	<b>Negotiable</b>

**Date:**

**Place:** Lucknow

**(Abhishek Raj Bajpai)**