

**PAWAN KUMAR**  
**Mobile: +918860987583**  
**Email: pawanr189@gmail.com**

Dear Recruiter,

It was with great interest that I read a recent job opening in your esteemed organization and my resume is enclosed herewith for your reference.

Review of my credentials will confirm that I am capable of serving as the catalyst for achieving revenue objectives and organic growth through effective contributions. I have done my (B.A from Delhi University Delhi).

I understand that working for your organization requires a candidate who is team oriented and is able to deal with people in various departments. I am confident that I possess these skills, which will help me to perform the job efficiently and effectively.

My goal is to transit my enthusiasm, creativity & experience into a position, where I continue to provide the strategic and tactical leadership critical to retaining valued customers of an organization. I am certain that my presence in your team will prove to be beneficial to your organization. As such, I would welcome an opportunity to speak with you to evaluate your needs & share my ideas.

Thanking you.

Sincerely

PAWAN KUMAR  
Enclosure: Resume

## PAWAN KUMAR

Shahdara, Delhi

Email: [pawanr189@gmail.com](mailto:pawanr189@gmail.com)

PhoneNo.:8860987583

### Objective:

To be a part of the ongoing Backend. I am looking forward to work in an organization where I am continually inspired to do better. I would like to be among the very best in my chosen profession.

Strengths include strong interpersonal skills, learning attitude, and ability to translate to the bottom line, innovative and meeting deadlines. I have a strong desire to excel and prove my competence through hard work, commitment, integrity and results.

### ACADEMIC CREDENTIALS

PROFESSIONAL QUALIFICATIONS				
EXAM/DEGREE	YEAR	NAME OF INSTITUTE	UNIVERSITY / BOARD	PERCENTAGE
B.A	2019	DELHI UNIVERSITY	DELHI UNIVERSITY	03 DIVISION.

ACADEMIC QUALIFICATIONS				
EXAM/DEGREE	YEAR	NAME OF INSTITUTE	UNIVERSITY / BOARD	PERCENTAGE
12 <sup>th</sup> Board	2015	SERNIORY SECONDARY SCHOOL(DELHI)	C.B.S.E	60.00%
10 <sup>th</sup> Board	2012	SERNIORY SECONDARY SCHOOL(DELHI)	C.B.S.E	62.00%

### PROFESSIONAL EXPERTISE

- National Institute of Electronics & Information Technology
- Computer diploma in Basic (Ms- Office): - Paint, Word, Excel,
- Well versed with computers & internet and their usage in
- Good typing speed of 25-30 wpm with 90% accuracy.

### Working Experience:

- Tejas Private Limited Company.
- Worked with **Tejas Private Limited Company** as a Computer operator from March 2016 to April 2017.

#### **Job Responsibilities:**

- **Brand logo registration & Name registration.**
- **Society registration.**

#### **Working Experience:**

- **Cobb Appreals Pvt Ltd.**

- Worked with **Cobb Appreals Pvt Ltd** as a billing operator from 2017 to August 2018.

#### **Job Responsibilities:**

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Ensure the availability of stock for sales and demonstrations.
- **Set up meetings with potential clients and listen to their wishes and concerns**
- **Negotiate/close deals and handle complaints or objections.**
- Gather feedback from customers or prospects and share with internal teams.

#### **Working Experience:**

- **ARK AUTOMOTIVE.**

- Working with **ARK AUTOMOTIVE** as a PARTS MANAGER from 2018 Dec to 2022.

#### **Job Responsibilities:**

- Monitor inventory levels
- Order parts in advance
- Sell manufactured parts to clients
- To do counter sales

#### **Working Experience:**

- **ZYMBIA INTERACTIVE TECHNOLOGIES PRIVATE LIMITED.**

- Working with **ZYMBIA INTERACTIVE TECHNOLOGIES PRIVATE LIMITED** as a Automotive Engineer from 2022 Sep to Now

**Job Responsibilities:**

- To solve customer enquires
- Order parts in advance
- Sell manufactured parts to clients
- To do counter sales

**Skills:**

- Risk assessment, Conflict management, Integrity, Integrity Keep updated Interpret data, Detail oriented, Communication, Problem solving.
- Strong leader, experienced at managing a team and pushing them to meet company goals.
- Expert at budgetary analysis and implementation of budgetary guidelines.
- Skilled problem solver, experienced at trouble-shooting all aspects of business management.

- Innovative thinker, always searching for new and improved methodologies to improve business operations.

**Personal Details:**

Name	:	Pawan kumar
Father's Name	:	Mr. Udal singh
Date of Birth	:	18 Feb 1996
Nationality	:	Indian
Marital Status	:	Unmarried
Languages Known	:	English, Hindi
Permanent Address	:	Shahdara, Delhi-93
Hobbies	:	Reading books & listen songs

**DECLARATION**

I hereby declare that all above given information is true and correct at the best of knowledge.

Place: Delhi

Date:.....

**(PAWAN KUMAR)**