

ABHISHEK GUPTA

SUMMARY

Motivated Sales Assistant dedicated to providing top of the line customer service. Big time Automobile enthusiast with immense knowledge about Automobiles, especially Cars. Adaptable professional with a quick-learning ability and a talent for adjusting to new environments. Skilled in rapidly acquiring new knowledge and applying it effectively. Driven by a passion for continuous learning and successfully navigating change.

EXPERIENCE

Sales Manager, 05/2024 - Current

Big Boy Toyz - New Delhi, India

- Solicited new business through cold calling, networking events, and referral programs.
- Followed up with customers to build long-term relationships and successful referrals.
- Received feedback from customers regarding their satisfaction with products purchased.
- Inspected vehicles before display or delivery to ensure they meet quality standards.
- Answered customer inquiries regarding product features, pricing, and availability.
- Ensured all paperwork was completed accurately for each transaction including finance contracts, warranties.
- Provided follow-up service after the purchase of a vehicle to ensure customer satisfaction.
- Maintained an up-to-date understanding of automotive industry trends and developments.

Operations Manager, 01/2024 - 04/2024

Roksun Sports - New Delhi, India

- Efficiently managed various dispatch operations for sportswear company.
- Directed supply chain operations.
- Increased sales by coordinating scheduled deliveries and maintaining regular client follow-ups.
- Tracked and replenished inventory to maintain par levels.
- Planned delivery routing, team workflows, and promotional initiatives.
- Addressed customer concerns with suitable solutions.



CONTACT

Address: New Delhi, India 110085

Phone: 9953938878

Email: abhishekgupta563@gmail.com

SKILLS

- Problem Solving
- Innovative Thinking
- Leadership
- Adaptability
- Ability to Multitask
- Fast Learner
- Computer Skills
- Effective Time Management
- Communication
- Automobile Enthusiast
- Ability to Work Under Pressure
- Ability to Work in a Team
- Customer Service
- Communication Skills

- Prepared staff work schedules and assigned team members to specific duties.
- Maintained accurate inventory records to track stock levels and minimize costs.
- Delegated work to staff, setting priorities and goals.

Business Manager, 01/2023 - 01/2024

Dekor Cart - New Delhi, India

- Managed sales and marketing strategies for online decor shop.
- Hosted various shows to drive revenue growth.
- Managed client interactions both online and in-person.
- Coordinated procurement and inventory maintenance.
- Implemented successful business strategies to increase revenue and target new markets.
- Implemented process improvements to streamline operations and reduce costs.

Business Development Manager, 01/2015 - 01/2022

Vicky Trading Company - New Delhi, India

- Transported and traded steel scrap across India.
 - Established and maintained valuable networks within respected institutions.
 - Conducted research on items being sold at auction in order to determine their value.
 - Conducted pre-auction research to determine the value of items being auctioned.
-

EDUCATION

B.Com (H), 01/2019

Maharaja Agarsen Institute of Management Studies - New Delhi

Strategic Management, 01/2018

London School of Economics - London

Secondary School, 01/2016

G.D. Goenka Public School - New Delhi

LANGUAGES

- Hindi
 - English
-

REFERENCES

References available upon request.