



DEVENDER

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KEY SKILLS

- Advance Excel
- Ms. Office
- Tally ERP 9
- Invoicing
- Clerical support
- Basic Photoshop
- Bilingual typing
- Internet surfing
- Report preparation
- Executive-level support
- Administrative support
- Mail handling
- Office administration
- Listing on the gem portal
- Amazon orders processing and listing

SUMMARY

Versatile office and administrative support professional with comprehensive experience in various office environments. Skilled in managing office tasks, organizing records, and enhancing workflow efficiency. Demonstrated ability to adapt quickly to new software and systems, improving data management and operational processes. Made significant improvements in document organization and internal communication protocols, leading to smoother daily operations.

EDUCATIONAL QUALIFICATION

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|---|---------|
| Graduation (BA) Delhi University | 01/2012 |
| HSC CBSE board | 01/2009 |
| SSC CBSE board | 01/2007 |
| Diploma in Electrical Trade ITI PUSA - Delhi | |
| Master of Arts: MASTER IN PUBLIC ADMINISTRATION IGNOU - DELHI | 07/2023 |

WORK EXPERIENCE

| | |
|--|-------------------|
| Senior Executive / Enkay Group | 09/2022 - Current |
| <ul style="list-style-type: none">• Preparing dispatch order, customer enquiry, customer support, payment follow up• Order execution, coordinating with sales team, payment follow up, mailing & replying• To maintain sales report in excel, gem tender & listing, Amazon order execution | |
| MIS Assistant / RP Locks P. Ltd (Harrison Locks) | 08/2021 - 08/2022 |

- Making quotation & Performa, Data maintaining, customer handling, follow up
- Preparing sales data for inst
- Party, coordinating with team, other tasks as per required
- MIS reports, mailing & replying etc

Assistant / SMXL Klothng P. Ltd.

10/2019 - 08/2021

- Invoicing, OBD Creation, Data maintaining on excel, Operating SAP
- E- Way bill creation, Create and manage spreadsheets with large numbers of figures
- Verify data by comparing it to source documents, Update existing data

Assistant / BAJAJ VACCO (Ecommerce)

07/2018 - 09/2019

- Order execution on Amazon, Maintaining invoices, to solve all enquiries of costumers
- Preparing Quotation for product, mailing & replying by emails to Customers
- To maintain spreadsheet data as per company, taking all feedback and reviews of customer

CERTIFICATIONS

- Diploma in Electrical Trade, ITI PUSA, Delhi
- Management Information System (MIS)
- Computer Concepts (CCC)
- Professional Designing (Desktop publishing)