

**PUSHKAR SINGH BISHT**

Ardee City, Sector -52, Gurgaon -122001

Contact # +91-7042328411

E-mail: bishtpushkar250@gmail.com

## **CURRICULUM VITAE**

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### **OBJECTIVE:**

To achieve a responsible and challenging position in the organization that will allow me to explore my capabilities, skills and sense of dedication towards my duties with sole aim of the progress of the organization.

### **ACADEMIC QUALIFICATION**

- M.com from Kumaun University Nanital, Uttarakhand (Perusing)
- B.com From Kumaun University Nanital, Uttarakhand, in 2014

### **TECHNICAL QUALIFICATION:**

- Diploma in Computer Financial Account/Fundamental from PICT From Noida (U.P.)
- Diploma in Computer Hardware & Networking) from Hiltron, (Uttarakhand)

### **COMPUTER PROFICIENCY:**

Software Packages: MS Navision, Tally ERP 9,

### **PROFESSIONAL EXPERIENCE:**

Recently Working with **Comart Lithographers Ltd** at Gurgaon (Haryana) (as **Client Servicing Executive**).

- Exploring new opportunities with current and new clients
- Keeping track of contract agreements & Po's
- Solving problems together with clients
- Managing workflow and past due projects
- All Responsibility related to clients
- Generating E- invoices/Estimates
- Follow up with internal team for ensure/timely execution.
- Follow up with internal team for making Design/Artwork through emailing
- Maintain the reports like Production & Monthly FTR & OTD.

Worked with **Dell** as Instore sales Promotor.at Gurgaon Haryana (May 2022 – 30.10.2022.)

Worked with **Supertron Electronics Pvt. Ltd.**, at Gurgaon (Haryana) (March 2016 – 30.04.2022) As **Sr. Customer Service & Back office Support**

**Job Profile:-**

- Debtors, Credit Note & Debit Note,

- Handling PDC, Purchase, Branch Transfer.
- Handling Customers Dealing
- Handling the Customers callings and short out the issues with team/Vendors.
- All Responsibility related to Service
- Payment Follow up with Partners.
- Mailing and address the issues with team
- Generating E- invoices
- DL DOA cases follow up with Dell Team.
- Maintain the reports.
- Operations like maintain inventory, prepare all document for dispatching the material, E-Waybill.

### **INTEREST AND HOBBIES:**

Listening Music,  
Travelling

### **PERSONAL DETAILS**

Father's Name	:	Mr. Balwant Singh Bisht
Date of Birth	:	14 <sup>th</sup> July 1994
Languages Known	:	English, Hindi.
Marital Status	:	Unmarried
Nationality	:	Indian
Permanent Address	:	Uttarakhand

### **DECLARATION:**

I hereby declare that the information is truth and correct to the best of my knowledge in belief, I am working with honest faithful.

Date

Place:

**(PUSHKAR SINGH BISHT)**