



ASHOK KUMAR

ACCOUNTS EXECUTIVE

CONTACT

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Ganapathy, Coimbatore,
641006.

EDUCATION

2016 - 2019

SUDHARSAN COLLEGE OF
ARTS AND SCIENCE
BACHELOR OF COMPUTER
APPLICATIONS (BCA)

SKILLS

- CRM, Oracle
- Pwc, MS Office
- Quote formulation
- Communication
- Time Management
- Teamwork
- Leadership
- Customer service
- Problem-solving
- Ability to multitask
- B2B sales
- Sales cycle management
- Service coordination
- Negotiation and persuasion
- Relationship Management
- Employee management
- Order processing

PROFILE

Passionate Account Executive with extensive experience across B2B and B2C industries. Pitches, negotiates and secures high-value contracts through focused client and account management. Sources and engages new business to grow portfolios and revenue.

WORK EXPERIENCE

Pon Pure Chemicals Group
Tiruppur

2020 - 2022

- Streamlined operations by overseeing CRM systems integration, adoption of PWC methodologies, and proficient use of MS Office tools.
- Managed record-keeping for Warehouse Operations, overseeing invoicing, sales reports, and stock management.
- Managed invoice and e-waybill documents, coordinated transport and sales reports, as well as stock reports. Oversaw customer creation process and handled reporting mail efficiently.
- Managed and optimized vendor transportation logistics while negotiating daily wages for timely payments.
- Managed filing systems to effectively maintain sales records, prepare quotes for sale transactions and invoices as well as provide financial data to finance department.
- Coordinated sales team operations by scheduling, organizing documents, and relaying vital information.
- Optimized quotation price and sales order preparation
- Managed daily billing and goods dispatch follow-up while maintaining accurate records.
- Ensured accurate record-keeping for inbound and outbound goods.
- Supervised operations of warehouse staff and maintained communication with drivers.
- Ensured accuracy and timeliness while handling order processing.
- Communicated with clients regarding unforeseen delays or problems.
- Handled customer complaints and delivered after-sales support as requested.
- Monitored team progress, identified shortcomings and proposed improvements

SIGNATURE