

## PANKAJ KUMAR

63A/S/4B, Saraswati Kunj Agra, UP-282001

[pankajkumardei15@gmail.com](mailto:pankajkumardei15@gmail.com)

Mob: 9557653562, 8218650667

LinkedIn Profile: <https://www.linkedin.com/in/pankaj-kumar-186746106/>

### PROFESSIONAL SUMMARY

I am a keen enthusiast who seeks challenging tasks in the organization to expand and utilize my learning skills and solution oriented thought process. Good knowledge of computer skills using in Microsoft excel data analysis, Google tools.

Dedicated and focused in research and management with having exp. of Data Analyst in R&D, Extension & Communication Officer and Relationship Officer in Sales & Marketing. I am flexible to work in any environment as requirement.

**AREA OF SPECIALIZATION:** Marketing and General Management and Computer Science Engineering.

### ACADEMIC QUALIFICATIONS

Degree	Institute	Percentage/CGPA	Year
M.B.A (Marketing)	Dayalbagh Educational Institute, Agra	7.6 CGPA	2017
B.Tech (Computer Science)	Dr. K.N.Modi Institute of Engg. & Technology (UPTU)	73.60 %	2011
Intermediate (C.B.S.E)	Army School, Agra Cantt	74.60 %	2006
High School (C.B.S.E)	KendriyaVidyalaya No. 2, Agra cantt	54.80 %	2004

### WORK EXPERIENCE: 4 Year

**Data Analyst (R&D Department Raipura Plant) – at “Kamadgiri Crop Science Pvt. Ltd Agra” June 24 to Jun 25**

#### Key Responsibilities:

- **Coordination:** Work closely with production, R&D, processing plant, sales and marketing to ensure smooth operations. Coordinate with warehouse team to ensure seamless quality control integration and detail oriented with stock handling skills.
- **Seed Intake and Loading:** Supervise and monitor at the time of loading and intake of raw seed and processed seeds for packing.
- **Inventory Store Stock:** Manage R&D Inventory store stock of all chemicals & fertilizers, consumables items and farm equipments. Implement and maintain store policies and procedures to ensure efficient operations.
- Conduct regular inspection of the R&D inventory store chemicals & fertilizers, farm equipments stocks and storage seed area to ensure cleanness, orderliness and maintain hygiene standards.
- **Seed Inspection and Grading:** Supervise and monitor seed processing activities (cleaning, grading and sizing) and detail records of all quality control check and conduct inspections of seeds to ensure meet quality standards, regarding size, weight, moisture content, and purity and germination rates.
- **Quality Control:** Implement and monitor quality control procedures during the seed processing and packaging stages. Inspect packaging lines for accuracy in weight and count with proper sealing and correct labeling.
- **Compliance with standards:** Ensure that all seed grading activities comply with seed certification standards. Maintain documentation of inspections, grading results, and any corrective action taken.
- **Reporting:** Maintain accurate and detailed records of all monitoring activities and prepare daily/weekly quality and inventory for future reference and audits. Collection of field crop data and analyze before harvesting, Supervise field staff at time of seasonal crop.

**Extension and Comm. Officer (Sales and Marketing) – at “Kamadgiri Crop Science Pvt. Ltd Agra” Feb 23 to June 24**

#### Key Responsibilities:

- Assist in the development of sales strategies and promotions. Handle customer inquiries and resolve any issue in a timely manner. Build and maintain strong relationships with key clients and stakeholders in the region.
- Monitoring the lucky draw and cash backs coupons schemes for sales and marketing promotion.
- The promotional coupons schemes mapped for the benefits of farmers by scanning of coupons.
- Engagement of arranging the farmer meeting and exhibition of crop seeds in farmer mega meeting.
- Setting Connection between company needs with demand of retailer and distribution network.
- Travel within the region to meet with client, attain industry events and conduct market research.

- Collect farmers data through marketing staff and updated on excel sheet. Resolve the problem of farmers
- Monitoring marketing campaign and handling the technical part of the campaign like lucky draw & coupons.

**Executive (Sales and Marketing) - at "Security Insurance Brokers (INDIA) Pvt. Ltd., New Delhi" Apr 19 to Mar 20**

- Working monthly renewals of health and motor insurance. Make new proposal of insurance for client.
- Follow up the monthly renewals and create new insurance policy to the new customer as per his need.
- Deal with new proposals of health and motor insurance & Generate new business with the given data.
- Track the exit customers with data analytics tools to get reference details of generating new lead.
- Maintain daily basis excel report and draft the daily day to day business collection report to senior.
- Collect collection of money from renewals of health and motor insurance and new issued insurance.

**Relationship Officer - (Sales and Marketing) at "Axis Securities Ltd., Agra"**

**Jul 17 to Mar 18**

- Work experience of SME business Loan dept. generate new lead from market and work on centralized lead.
- Coordinate with team to prepare sanction letter, valuation of the property & follow up disbursement process.
- Deal with new proposals of business loan & Generate new business with the given data by manger.
- Regularly follow up with client and talk over the phone regarding the service of loan and axis bank.
- Maintain the daily excel sheet of existing and new client for the record and follow up.

**INTERNSHIP TRAINING**

**Management Intern - (Sales/Marketing) at "Varun Beverages Ltd., Gurgaon" Haryana (6 Months) Jun16 to Nov16**

- Design business development sales portal to reduce manual sales reporting into automation.
- Design portal Structure and Framework according to customer code. Prepare Market Analysis of Modern Trade and Traditional Trade. Visit bottle Manufacturing Plant & Understand supply chain management.

**PROJECTS AND FINDINGS**

**1. Dissertation on "A study on impact of demonetization on E-commerce industry"**

- Post demonetization frequency of online shopping increased from 13.7 % to 28%.
- COD option for making payment has reduced to 27.5% and Consumers started using debit card payment.

**2. Research Project on "A study on consumer buying behavior toward laptop"**

- One Year free service and installment payment facilities.
- Students make use the brand first & outlet second because of external factors culture, social class, and family.

**3. Marketing plan for "Quick Tracker (Forget something? We will take care for it)"**

- Demand of the product increasing as per technology era, GPS based product.
- Quick Tracker suitable target age group is 15 to 40 & Easy way to find any valuable things which we forgot.

**CO-CURRICULAR ACTIVITY AND ACHIEVEMENTS**

- Participation in Tech Fest 07 of Robotics and secured 3<sup>rd</sup> rank
- Awarded merit scholarship in B.Tech 1<sup>st</sup> to 4<sup>th</sup> Year

**VOLUNTARY PARTICIPATIOS**

- **Coordinator, Tech Fest07** - Conducted the event over 50 participants
- **Cricket Team Captain** - Represented Cricket team captain at college

**KEY SKILL AND ATTRIBUTES**

- Good knowledge of processing, packaging and dispatch.
- Good coordination and reporting ability with research data analyst skills.
- Good Communication, Team building skills, Marketing& B2B Selling, Management Skills.
- Knowledge of using Google Tools i.e. **Google sheet, Google slides, Google Doc**
- Knowledge of using Data analysis and Microsoft tools i.e. **MS Power Point, MS Excel**

**INTERESTS**

Listening Music, Playing outdoor games cricket and football and gardening.

**Preferred Location:** Pan India

**DOB:** 23/06/1989

**Father's Name:** Mr. Gyan Singh

**Gender:** Male

**Signature**