

SHUBHAM TIWARI

BHESTAN,SURAT, 395023

+919129414342

shubhamtiwari17032002@gmail.com

- More than 6 month of experience in the purchase, store, sales and service department. And having competency in purchasing and store management.
- Efficient High speed loom Parts, Auto Parts Executive who skillfully applies extensive knowledge of purchasing and loom spare parts.

EXPERIENCEs

Purchase Executive Cum Store Incharge(after sales service department)

- Pickwell Textile Machinery, Sachin, Surat.□
Textile Machines & Parts Importer.□
(SEPTEMBER2024-TILL DATE)
- Prepare and issue purchase orders accurately and in a timely manner.□
- Inventoried all parts and prepared purchase orders.□
- Managed customer complaint regarding to the parts and services.□
- Generating PO, tracking and maintaining purchase records.□
- Complaining to RIFA Textile Machinery (China) through Gmail of faulty, damage parts.□
- Updated database of available parts and adjusted stock accordingly.□
- Maintained stock and handling ordering procedures.□
- Monitored installation of machine parts to ensure quality.□
- Creating challans and dispatching order.□
- B2B SALES.
- B2C SALES.
- INSIDE SALES.
- OUTSIDE SALES.

Skill learnt: Communication Skill, People Management, accounts, negotiation , Leadership etc.

EDUCATION

□ B.SC(MATHEMATICS &PHYSICS), UNIVERSITY OF ALLAHABAD
2022□

SKILLS

- Detail-Oriented & Meticulous
- Spread sheet, excel, word,
- Gmail, Mail drafting. Computer knowledge.
- Active listening - understanding the customers' needs.
- Negotiation
- Entrepreneurial spirit - continual self-improvement.
- Conflict management & resolution.
- Time Management & Planning Relationship building
- Good communication

PERSONAL DETAILS

- Date of Birth: 17 March 2002
- Gender: Male
- Marital Status: Unmarried
- Languages Spoken: English, , Hindi

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, Correct, and complete to the best of my knowledge and belief.

Place: Surat.

SHUBHAM TIWARI