



CURRICULUM VITAE

Kashish Kumar Saxena

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CAREER OBJECTIVE

To work with an organization that allows me to utilize my knowledge and skills in the best possible way to accomplish the responsibilities and challenges.

SYNOPSIS

- About 7.5 years' experience in providing excellent client services.
- Hands on team-building and training.
- Proficient in servicing clients on phone & via mail.

WORK EXPERIENCE

1. Infocom Network Ltd (Tradeindia.com) Dec 2014 – Till date
Designation: Team Leader
Company Profile: India's largest Business to Business Portal.

CURRENT WORK RESPONSIBILITIES

- Maintaining daily reports and tracking executive's performance on weekly basis.
- Handling escalated cases.
- Develop a strategy the team will use to reach its goal.
- Provide training that team members need.
- Communicate clear instructions to team members.
- Listen to team member's feedback.
- Manage the flow of day-to-day operations.
- Addresses disciplinary and performance problems according to company policy.

- Assists the manager with daily operation which includes the development, analyses and implementation of staffing, training, scheduling and reward/recognition programs.
- Handling 60 Japanese companies from JETRO in terms to provide good business prospect from India.
- Helping sales team to generate good number of business leads to high value prospects/New clients.
- Onboarding new sellers on our sister concern website shopping.tradeindia.com with proper stock keeping unit details.
- Managing procurement of International buyer's to find right product/supplier from India.

EXTRA RESPONSIBILITY

- Successfully completed 5 International virtual trade fair from UAE/Korea/Japan/Taiwan with live buyer seller meeting.

EDUCATION PROFILE

- Graduation from U.P. board.
- 12th Passed from U.P. board.
- 10th passed from CBSE board.

KEY SKILLS

- Ms office, Internet
- Good Communication skill & interpersonal skill.
- Great Keyboard and online searching skill.
- Knowledge of network & hardware of computer peripherals.
- Have good knowledge of mostly b2b products.
- Ability to learn quickly and exposure to working in global environment.
- Having knowledge of basic import & export terms.

PERSONAL PROFILE

Date of Birth	: 03/04/1989
Father's Name	: Mr. Hargovind Saxena
Nationality	: Indian
Language Known	: English, Hindi
Marital Status	: Married
Passport	: Available

PERSONAL HOBBIES

- Playing outdoor games like cricket/badminton.
- Gardening/Pet lover.
- Helping poor people/Needy persons.
- Social worker.
- Watching inspirational videos related to new technologies.
- I am expert in cooking specially north Indian food I every time try to make new recipes.

SELF DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear responsibility for the correctness of the above-mentioned particulars.

Date:21/02/2022

(Kashish Kumar Saxena)



Place:NEW DELHI/INDIA