

## RESUME

### PERSONAL DETAILS

Name : Gautam Kumar  
Gender : Male  
Date of Birth : 21/12/2005  
Nationality : Indian  
Phone Number : 7541044451  
Email Address : madeshiyagautam845105@gmail.com  
Address : Vill – Gobarhiya ; PS – Laukariya ; PO – Rampur ;  
Dist – West Champaran ; 845105 ; Bihar



### PROFESSIONAL QUALIFICATION:- Diploma Topper of My College

Diploma (Civil)	SBTET	2024	0 Back Paper	<b>Aggregate</b> 83.94 % No <b>Live</b> Back Paper
<b>Institute Name:</b>		Siddharth Institute of Engineering & Technology, Puttur (Andhra Pradesh)		

### ACADEMIC QUALIFICATION:

10 <sup>th</sup> (SSC)	CBSE , Delhi	2021	Krishna INT Public. School, Barwat Sena, Betiah Champaran (Bihar)	70 %
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### TECHNICAL SKILLS:

- Mivan Construction
- Proficient in AutoCAD (Ex- for Monolithic Area Calculation & Vertical Set Panel Design and Area Calculation, For Making Plan, Elevation, Cross Section in 2D and 3D also)
- ERP Solution One (Proper Command for Making So, Po and Quotation)
- Knowledge of Aluminium Formwork Panel Along with all Accessories
- LMS Baba\_ Grown AI (For updating Leads & taking follow-up)
- MS Office & Word
- Budgeting
- Typing (30 – 40 WPM)
- Outlook
- Construction
- Global Mapper Pro
- Designing in Solid Work
- Arc Gis & Agis editing

### SOFT SKILLS:

- Communication Skills
- Leadership
- Problem Solving
- Team Work
- Critical Thinking

### INTERNSHIP (INDUSTRY TRAINING):

- NIES Training Center , Hyderabad

### CERTIFICATE COURSE:

- ChatGPT & AI Tools from Skill Nation (Jatan Shah - Microsoft Certified Trainer)
- MS Excel & Word
- Power BI (Learning)
- AutoCad

### LANGUAGE:

<ul style="list-style-type: none"> <li>• Fluent in Hindi and English</li> <li>• Little bit Understand Marathi – Currently Learning Marathi</li> </ul>
<b>STRENGTHS:</b>
<ul style="list-style-type: none"> <li>• Self-Motivated</li> <li>• Quick Learner</li> <li>• Patient</li> </ul>
<b>HOBBIES:</b>
<ul style="list-style-type: none"> <li>• Reading Book</li> <li>• Listening Music</li> <li>• Learning New Skills</li> </ul>

#### EXPERIENCE:

- Jr. Assistant Business Development – Sales Department  
[ Shriconst Formwork India Private Limited, Chikhali, Pune]  
➤ I have Attached pdf of Task I do in this company
- Jr. GIS Engineer
- Intern - Site Management, [NeoGeoInfotechnology pvt Ltd,Hyderabad], [2024]  
Assisted in planning, supervising construction, and ensuring quality standards

#### PERSONAL STATEMENT:

I am a highly motivated , Passionate , energetic , and commercially focused team worker who understands the importance of self – discipline , high standards and Prioritizing my work in line with the company's objectives .

**DECLARATION:** I here by certify that all the above information is true to the best of my knowledge

**DATE:** 08 August 2025

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Mobile Number : 7541044451  
WhatsApp : 7541044451  
Email Address : madeshiyagautam845105@gmail.com

### Task Log Gautam Kumar

Sr. No.	Work Allocation	Work Description
1	Make Quotation	Full Set/Monolithic
		Vertical Set
		Shortage Quantity
		Accessories
		Rental Basis
		Refurbishment
		Scrap
2	Make Internal Purchase Order (PO)	Make Internal PO for Got Order
3	Sales Order (SO)	Make SO in ERP Software as per Details in PO
4	Area Calculation	Panels Area Calculation
		Column Area Calculation
		Plumbing Groove/ Elevation Groove
		Diverted Box
		Drip Mould
5	PPAP	Fill PPAP after Making So
6	Dispatch Approval	Make Dispatch Approval
7	Material List	Make Material List For Given Line Of item
8	Accessories List	Make Accessories List
9	Enquiry Register	Enquiry Register Updated by filling Quotation No., Date, Client Name , Firm Name, item Description, Contact No., Lms Updated Lead id and for Got Order
10	PPAP Tracking Sheet	Daily Update PPAP Tracking Sheet by Adding New PPAP No. and Dispatch Status
11	PPAP Filing	Arrange PPAP File by Attaching PPAP, Quotation, PO, SO, Material List, and Dispatch Approval
12	LMS Update	Update LMS by Adding Leads and Update for Status and Got Order/Loss Order
13	Calling	Calling and Generating New Leads & Take Follow Up
14	Mailing	Send Company Introduction to Clients
15		Send Quotation
16		Internal Mail
17	Indiamart	Buy Leads From Indiamart
18	Quotation Data	Sort Out and Make List of Monthly, Weekly Daily Quotation Data and Take Follow Up
19	PO Data	Maintain Daily, Weekly & Monthly PO Data
20	PPAP Data	Maintain PPAP Data
21	Dispatch Data	Maintain Dispatch Data
22	Other Excel Work	Ex - Making Customer Creation Form, Terms & Conditions, PPT, Greeting Cards, Etc
23	Documentation	Maintain Quotation File
		Maintain Po File
		Maintain PPAP File
		Maintain Dispatch Approval File