Ankush Saxena

Customer Operations Manager / IT Admin

I am hardworking professional with adaptable knowledge enthusiast, as my keen ability to executions of working operation given by management. I will be great to work with reputed organisation where my knowledge & skills can be utilized.

✉ anshsaxena007@gmail.com

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📍 H No. 2505 Kucha Baqaulla Khan, Tiraha Behram Khan, Daryaganj, New Delhi -110002, New Delhi, India

WORK EXPERIENCE

Garment Merchandiser Cum Computer Data Management
Monica Fashion India

05/2015 - Present   *New Delhi, India*

Its A Export House Manufacturers Of Woven Ladies Garments Situated At Govindpuri, New Delhi

Achievements/Tasks

- My task is to supervise the team for execution of manufacturing process & daily maintenance of updated data along side email communications with customers.
- Maintaining sale & purchase of trims & other accessories from seller on a perfect calculation manner & also maintain the good relation with them for future perspective.
- Maintenance of basic networking of my office systems for file sharing & data management
- Maintenance of computer software system up-gradation like Windows OS, MS Office, Etc.

Data Entry Operator
Club Fitline

03/2014 - 11/2014   *New Delhi, India*

Achievements/Tasks

- To maintain daily customer visit records.

EDUCATION

Certificate In Computing
Indira Gandhi National Open University

09/2008 - 03/2009   *New Delhi, India*

Courses

- MS-Office
- Outlook
- Internet

12Th Standard Commerce
Central Board Of Secondary Education

05/2008   *New Delhi, India*

Courses

- Commerce

SKILLS

Customer Relations   ERP Application Operator

Technical Support   Windows OS

Hardware Assembling   Software Installation

Computer Operations   E-mail, Internet

ACHIEVEMENTS

Marc O' Polo, Germany Buyer Handling (05/2015 - Present)

I was handling the garment buyer Marc O' Polo, Germany. My duties are to procure all the items including Fabric sourcing for sampling & production, accessories management, packing & shipping the respected items to the agency & buyer.

CERTIFICATIONS (CONTROL UNION) (11/2021 - 02/2023)

OSCA - Open Supply Chain Management Cloud Software Operator (08/2018 - Present)

OSCA is a VPN cloud based software which is provided by our customer, & it's enable us to connect with our supply chain partners for controlling & management all the shipping activities on centralized real time system for updation of data remotely.

LANGUAGES

Hindi
Native or Bilingual Proficiency

English
Professional Working Proficiency

INTERESTS

To Gather More Knowledge For Implementation

Listening Music   Travelling   Photography