

SITESH KUMAR SINGH

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Seeking a position for Sales and marketing with an organization of repute.

SYNOPSIS:

- ☐ MBA (Marketing) with more than 9 years of experience in Business Development, Client Relationship Management, site operational skills, customer support, and CHA.
- ☐ Skilled in managing multiple clients and delivering knowledge solutions for business problems processes.
- ☐ An effective communicator with analytical, excellent relationship building & interpersonal skills in liaising with clients.

WORK EXPERIENCE:

January 2019 to till date with CKB Group.

Currently working with **Chinubhai Kalidass & Brothers, New Delhi** as Business Development Manager – Sales & Marketing since January 2019. CKB is one of the Oldest and leading international freight forwarders and CHA of West India.

Current Roles And Responsibilities Handled:

- ☐ Now as a Business Development Manager, Responsible to increase the organization presence in the north India market and handling the sales team to generating the more business and revenue.
- ☐ Negotiation with shipping line and Airline and vendors to obtain the good rates.
- ☐ Providing customer & operational support to our clients to build the relationship with clients.
- ☐ Responsible for timely billing to our clients and timely recovery of bills payments from them.
- ☐ Explore the different vertical to generates the new business, Experience and learning too.
- ☐ Worked and handling the shipment for MOD and MEA and relevant companies.
- ☐ Handled the Solar and Wind project (Adani Power, INOX Wind, Patanjali Renewable, Jakson Ltd.) in terms of documentation, custom clearance and site delivery.

April 2016 to December 2018 with Seagull Maritime Agencies Pvt Ltd

Worked with **Seagull Maritime Agencies Pvt Ltd, New Delhi** as **Assistant Manager – Sales** since April 2016 to December 2018. Seagull is one of the leading international freight forwarders of North India in the name of Seagull Maritime Agencies Private Limited. It is a part of **Worlds Window Group** who is one of the major infrastructure and logistics service provider in India. Seagull has its own offices in U.S. (New Jersey, Los Angeles and Houston), U.K. (Manchester and London) and in Dubai.

Current Roles And Responsibilities Handled:

- ☐ As an Assistant Manager - sales, Responsible to increase the organization presence in market with volume and revenue through generating the more business from existing clients as well as new client.

- Marketing for sister concern companies like Maple Logistics, ICD's for sailing add on services to help increase the group presence in market.
- ☐ Negotiation with shipping line and Airline and vendors to obtain the good rates.
- ☐ Providing customer & operational support to our clients to build the relationship with clients.
- ☐ Responsible for timely billing to our clients and timely recovery of bills payments from them.

September 2014 to April 2016 with Jet Freight Logistics Pvt. Ltd

Worked with **Jet Freight Logistics Pvt Ltd, New Delhi** as **Assistant Manager – Sales** since September 2014 to April 2016. Jet Freight Logistics Pvt Ltd is IATA based company with strong presence in Mumbai, Delhi and Bangalore.

Roles and Responsibilities Handled:

- ☐ As an Assistant Manager - sales, Responsible to meets with new client as well as existing clients for generating the more business from them.
- ☐ Responsible for creating new foreign associates to execute our shipments through them and generate new business opportunity with them.
- ☐ Responsible to obtain the good rates from Shipping lines and Airlines to get the business.
- ☐ Prepared the quotation and send to the clients.
- ☐ Providing customer & operational support to our clients to build the relationship with clients.
- ☐ Responsible for timely billing to our clients and timely recovery of bills payments from them.

January 2012 to September 2014 PS Bedi & Co. PVT LTD

PS Bedi & Co. Pvt Ltd is a 37 years old organization with expertise in Customs clearance and freight forwarding and has various verticals which deals into Defence logistics, exhibition handling, Relocation, Projects logistics etc.

- ☐ Joined as Sr. Executive sales for business development and Operation support for Removals and Relocation and general containerized cargo.
- ☐ With extreme marketing efforts developed a tremendous relationship with the public diplomacy division of Ministry of External Affairs New Delhi got continuous business of Air Export shipment of books, which are dispatched worldwide in all the Indian Missions.
- ☐ Developed new client database and though cold calls and other sales tools generated business from corporate houses for general freight forwarding and customs clearance.
- ☐ Developed a rapport with the existing client of the company Embassy of Israel in New Delhi and handled successfully both the import and export (both AIR and SEA) of all the personal baggage of the diplomats and shipments of the Embassy.

- ☐ Recently also handling the SEA Export shipment of Central Reserve Police Force, Central Industrial Security Force, Border Security Force and India Tibet Border Police at New Delhi to the United Nations Peace Keeping Missions.

Current Roles And Responsibilities Handled:

- ☐ Now as an Assistant Manager of the vertical also managing a team of sales, customer service and operations.
- ☐ Responsible to obtain the good rates from Shipping lines and Airlines to get the business.
- ☐ Prepared the quotation and send to the clients.
- ☐ Well versed with customs rules for unaccompanied baggage and transfer of residence, general cargo and dangerous goods.
- ☐ Providing full customer support and operational organizer for all the jobs undertaken.
- ☐ Responsible for over flying permissions for charter aircrafts from the Ministry of external affairs containing dangerous goods.
- ☐ Responsible for obtaining the Landing permission and DGR permit from DGCA for charter aircraft from the DGCA.
- ☐ Responsible for timely billing to our clients and timely recovery of bills from them.
- ☐ Responsible in building good rapport with foreign associates for generating more business from them.
- ☐ Responsible for creating new foreign associates to execute our shipments through them and generate new business opportunity with them.
- ☐ Building relationship with shipping lines and the airlines so as to get good freight rates from them.

Since September 2010 to December 2011 as a sales and operation executive with Cartel India Logistics Pvt. Ltd is a recognized cargo company involved in Co-loading cargo in domestic circle.

- ☐ Involved in retaining the existing clients of the company through marketing proposals
- ☐ Handling of Air cargo Operational Activities, both incoming and outgoing consignment with Particular emphasis on time.
- ☐ Handling random checking of cargo and weight, package condition and dangerous goods etc.
- ☐ Monthly report of operation activities and Monthly line Haul Report.
- ☐ Vendor Management and market vehicle arrangement
- ☐ Maintained the relation with existing client
- ☐ Quote the rate to client and achieve the business target

- ☐ Team handling of operation staff
- ☐ Bill Submission and payment collection

ACADEMICS

- ☐ 2010 Masters in Marketing Management (Marketing) from SIBM Siddhartha Institute of Business Management, Pune, Maharashtra.
- ☐ 2008 B.A with Psychology honors from University Of Ranchi.
- ☐ 2005 Intermediate with Science from Jharkhand Academic council.
- ☐ 2003 Matriculation from Jharkhand Educational Council Board.

PERSONAL PROFILE:

Date of Birth: 03rd June 1987

Present Address: 1408, Tower – B, Green Arch, Greater Noida West, UP 201009

Language Known: English, Hindi

Marital Status: Single

Date:

(SITESH KUMAR SINGH)