

Vineet Kumar

■ New Delhi | ■ 8287461990 | ✉ ■ vineetk95rc@gmail.com

Career Objective

Motivated and detail-oriented professional seeking a role in Sales Operations and Data Management, where I can apply my skills in customer coordination, data handling, and process support to improve workflow efficiency and contribute to business growth.

Professional Experience

(Sales Operations & Data Management Executive) – Indocare Pathology Pvt. Ltd., New Delhi. (Sep 2024 – Nov 2025)

- Handled customer enquiries and explained product/service details.
- Conducted follow-ups to understand customer requirements.
- Managed backend tasks such as documentation, data entry, and status tracking.
- Updated CRM and Excel sheets with accurate customer data and status.
- Coordinated between customers and internal teams to ensure smooth workflow.
- Prepared daily, weekly, and monthly reports for team operations.
- Ensured process completion through structured follow-ups and coordination.

Education

B.A. (Hons.) Economics – Indira Gandhi National Open University (IGNOU)

Pursuing | Expected Completion: 2026

12th (UPMSP) – Jagat Pal Singh Inter College, New Delhi

Completed

Skills

- **Technical Skills:** MS Excel, MS Word, MS Office Suite, Google workspace
 - **Sales and customer support skills:** Follow-ups & Query Handling, Lead Management, Complaint Resolution
 - **Other Skills:** Backend Operations, Time Management, Teamwork, Fast Learning & Adaptability
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Languages

- English: Intermediate (Improving)
- Hindi: Fluent

Additional Information

- Willing to work full-time and flexible hours.
 - Quick learner and adaptive to new environments.
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