

## Curriculum Vitae

**Sudhakar kumar**

**Present Address-**

**Mob No-9708717809**

**Vill+PO-Mubarakpur,Near Post Office**

**Mail Id-[sudhakar0kumar@rediffmail.com](mailto:sudhakar0kumar@rediffmail.com)**

**Thana-Manjhi,Dist-Saran(Bihar)**

**Mubarakpur-841209**

**Objective: Seeking a position to work with competitive and challenging work environment to contribute to the best of my ability towards the growth and development of the organization and to fully utilize my interpersonal and academic skill to pursue a challenging and rewarding career. Worked in Teams and can be part of Value addition for the Organization.**

### **Professional Summary:**

#### **1. Currently In Skylark as Coordinator**

**(22/05/2019 to Continue)**

- **Providing support to the sales team and customers during the sales process.**
- **Follows up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them.**
- **Payment and supply follow-up**
- **Follow office workflow procedures to ensure maximum efficiency**
- **Maintain files and records with effective filing systems**
- **Support other teams with various administrative tasks**
- **Greet and assist visitors when they arrive at the office**
- **Monitor office expenditures and handle all office contracts (rent, service etc.)**
- **Deal with customer complaints or issues**
- **Monitor office supplies inventory and place orders**
- **Coordinate sales team by managing schedules, filing important documents and communicating relevant information**
- **Ensure the adequacy of sales-related equipment or material**
- **Respond to complaints from customers and give after-sales support when requested**
- **Store and sort financial and non-financial data in electronic form and present reports**
- **Handle the processing of all orders with accuracy and timeliness**
- **Inform clients of unforeseen delays or problems**
- **Monitor the team's progress, identify shortcomings and propose improvements**

- Assist in the preparation and organizing of promotional material or events
- *Coordinate with staff, clients*
- *Project Coordinator*
- *Petty Cash Handling*

## **2. Shree Ram Enterprises. as Assist. Manager (16/06/2016 to 30/04/2019)**

- Prepare RA Bill,(According to PO)
- *Solving Day to Day all Problems Of team.*
- *Team Handling.*
- *Generate Salary Sheet of Team.*
- *Rising of job related Bills.*
- *Visit Site for Prepare RA Bills and Submit to Client.*
- *Relationships Maintenance.*
- *Coordinate with staff, clients & consultants*
- *Prepare Attendance Sheet.*
- *Material reconciliation*
- *Project Coordinator.*

## **3. Bharti Axa Life Insurance Co. Ltd. As Sales Support Executive (CAB)**

**(from 29/08/2015 to 31/07/2016.)**

- Verified about proposal by phone to talk with client.
- Coordinate With Channel Partner.
- venues Sales, Lead Closing.
- After sales meet to client for all documentation and fill proposal form.
- Solve Policy related issue etc.
- Renewal Collection.

## **4. GODREJ & BOYCE MFG. CO. LTD. POWER INFRASTRUCTURE AND RENEWABLE ENERGY (on contract For Sri Hanuman Constructions)**

***(Feb.2014 to July.2015) As Warehouse Supervisor.***

- ***Prepare RA Bill of Contractor and Sub Contractor(According to PO)***
- ***Handling 11 Teams Of Manpower Each Team Have 16 Men.***
- ***Solving Day to Day all Problems Of team.***
- ***Coordinate with staff, clients & consultants.***
- ***Rising of job related Bills.***
- ***Controlling of contractors.***
- ***Prepare Attendance Sheet.***

## ***5. State Bank of India, Customer Service Point***

***(From aug.2011 to march 2014)***

***(All operational work, like account opening and cash transaction, KYC, Open account by Biometric Device )***

- ***Preferred Location-Chapra(Bihar) Bhopal(MP) Delhi***

### ***Strengths:***

- ***Hard work and Dedication***
- ***Optimism & Advertisement***
- ***Loyal & dedicated to employer***
- ***Full of creative ideas***

### ***Academic Qualifications:***

- ***Graduation B.com***
- ***I.A (12th) from B.I.E.C, (Patna)***
- ***Metric (10th) from B.S.E.B, (Patna)***
- ***Professional Qualification:***
- ***Diploma in Computer Hardware Technology***
- ***Diploma in Computer Application***

- *The fundamentals of digital marketing certificate (By Google)*

***IT'S Exposure:***

- *Operating System: Windows XP, 98/2007/2010.*
- *Preferred Location-Bihar,Bhopal,Delhi*

***Personal Information:***

***Name*** : *Sudhakar Kumar*

***Father's Name*** : *SRI RAJENDRA SINGH*

***Date of Birth*** : *15/01/1986*

***Marital Status*** : *MARRIED*

***Languages Known*** : *English and Hindi, Bhojpuri.*

***Nationality*** : *Indian*

***Interests*** : *Internet Browsing, watching movies, reading newspaper.*

***Permanent Address*** : *VILL+PO-MUBARAKPUR THANA-MANJHI DISTT-SARAN 841209*

***Hereby I declare that the above particulars are true to the best of my knowledge.***

***DATE:-***

***PLACE: -***

***(Sudhakar Kumar)***