

Contact

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Education

B. Com
Diploma in Hardware
Technology
PG Diploma In Computer
Application.

Key Skills

Sales Administration
Sales and Marketing
Operations management
Mail handling
Office management
Administrative support
Customer Relations
Complain Handling
Cool and calm,
Quick Learner
Project Management
Problem-solving

Sudhakar Kumar

Objective

My primary objective is to support the functioning of sales and marketing process Sales operations and sales support by managing staff, coordinating operations, and ensuring exceptional customer service. I am to create a positive and productive work environment by communicating with client, customer, team members and monitoring performance.

Experience

Skylark Group-Sales Executive

Patna, Bihar April 2019- March 2024

Sales and Marketing of Poultry equipments, feed and chicks.
Sales Coordination, office coordination, Coordinate with sales teams, payment Follow-up; provide quotations and invoice, and team handling.to client site and discuss company products and client requirement. To meet to customers for the finalization of the order and discuss all terms and conditions that no confusion will be there at the time of final payment collection. Develops strong customer relationships through appropriate client communication. Query and problem shout out.
Ensure materials and equipment is delivered to the site on time and in accordance with the project specifications Project Coordination, Site Visit, Follow-up work on progress on site till project completion.
Office Coordination, Office management, Petty Cash Handling, Email coordinating, Ability to multitask. Prepare Attendance Sheet of Teams.
Greet and assist visitors when they arrive at the office.

Integrated Personnel Services Limited, Mumbai

Hr Executive-Bihar 2016-2019

Managing daily MIS & Reporting. Managing candidates database in the software.
Managing HR operations, Generating Employee code of new joiners.
Responsible in drafting Offer Letter, Appointment Letter, Increment Letter, Promotion Letter, Transfer Letter, Confirmation Letter.
Issuing PF & ESIC & Gratuity form to new joiners.
Managing HR operations
Taking care of employee database with regard to their Date of Appointment, Address, Telephone No's, References, Employee Dept., Code No, and Other Personal Details.
Uploading of bank account details in the system.
Issuing ID card to employees.
Compliance Management, grievance handling, obtaining employee feedback ,Prepare RA Bill, (According to PO)
Solving Day to Day job related Problems of site team.team Handling
Rising of job-related Bills according to PO.
Visit the Site for Prepare RA Bills and Submit to Client.
Relationshipmaintenance. Material reconciliation, Project Coordinator.
Prepare Attendance Sheet of Teams

Bharti Axa Life Insurance Co. Ltd. – Bihar,

Sales Support Executive. 2015-2016

Coordinate with Channel partner.
Venues Sales,
Lead Closing given by channel partner,
Cross verification.

After sales, cross verification
Meets to client and collect cheque and all documents.
Solve Policy related issue etc.
PolicyRenewal payment Collection.

Sri Hanuman Constructions - (Godrej & Boyce mfg. Co Ltd) Saran, Bihar

Warehouse Supervisor 2014 - 2015

Power infrastructure and renewable energy),
Prepare RA Bill of Contractor, (According to PO)
Handling Teams of Manpower, Each Team has 16 no of Manpower.
Solving Day to Day all Problems Of team
Coordinate with staff, clients & consultants
Rising of job-related Bills according to PO
Controlling of contractors
Prepare Attendance Sheet of Teams.

State Bank of India CSP - Executive

08/2011 - 02/2014

All operational work,
account opening and cash transaction
Cash Deposit, cash withdraw, etc.
KYC, Open an account by Biometric Device.

Interests

Internet Browsing, watching movies, reading newspaper.
Languages
English, Hindi, Bhojpuri.

PERSONAL PROFILE

Father's Name: Sri Rajendra Singh
Gender: MALE
Date of Birth: 15/01/1986
Marital Status: Married
Nationality: Indian
Known Languages: Hindi & English.
Permanent Address:
Vill + P.O- Mubarakpur, Thana-Manjhi, Dist-Saran,841209

Here by I declare that the above particulars are true to the best of my knowledge.

Date

Place: -

(Sudhakar Kumar)