

Curriculum Vitae

Sudhakar kumar

Mob No-9708717809

Mail Id-sudhakar0kumar@rediffmail.com

Present Address-

Vill+PO-Mubarakpur,Near Post Office

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

(April 2019 to Continue)

- Providing support to the sales team and customers during the sales process.
- Follow up with the sales team regarding Sales orders.
- Coordination between the factory and other regional offices.
- Provide sales quotations as per clients requirement
- Billing and payment follow up.
- Booking of orders with accuracy and follow up with the factory for timely delivery of material.
- Dealing with incoming emails & phone calls regarding sales inquiries.
- Respond to queries from customers and give after-sales support when requested.

- **Coordination with the factory and other departments as required to support sales activities.**
- **Inform clients of unforeseen delays or problems**
- **Assist in the preparation and organizing of promotional material or events**
- *Coordinate with staff, clients*
- *Project Coordinator*
- *Office Coordination ,Petty Cash Handling*
- **Greet and assist visitors when they arrive at the office**

2. Shree Ram Enterprises. as Assist. Manager (August 2016 to April 2019)

- **Prepare RA Bill,(According to PO)**
- *Solving Day to Day all Problems Of team.*
- *Team Handling.*
- *Prepare Attendance Sheet of Team.*
- *Rising of job related Bills according to PO.*
- *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 August 2015 to July 2016.)

- **Verified about offer Proposal by Channel partner 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 according to PO.**
- **Controlling of contractors.**
- **Prepare Attendance Sheet of Teams.**

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)