

Sudhakar Kumar

Contact

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Education

B. Com

Diploma in Computer

Hardware Technology

Diploma In Computer Applocation.

Key Skills

Marketing and advertising

Operations management

Mail handling

Office management

Administrative support

Customer Relations

Cool and calm,

Quick Learner

Project Management

Communication

Problem-solving

Objective

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

Experience

Skylark Group-Executive (Coordination)
Patna, Bihar 04/2019- Current

Coordinate with sales teams.

Assure the quality of sales-related equipment and update if necessary.

Monitor the team's progress, identify shortcomings, and propose improvements.

To consolidate reports of day-to-day sales activities in the respective zone.

Organized and possess a high level of administrative ability to effectively manage paperwork.

Coordinating with customers for pre- and post-dispatch formalities.

Follow-up payment as per agreed terms.

Utilize company resources to develop a filing system that keeps all active sales files available digitally and in hard copy.

To meet customers after the finalization of the order and discuss all terms and conditions in front of the salesperson so that no confusion will be there at the time of final payment collection.

Develops strong customer relationships through appropriate client communication and the use of Professional, courteous, and Ethical Interpersonal interaction.

Ability to multitask.

Coordinate and supervise the activities of workers on the site

Ensure materials and equipment are delivered to the site on time and in accordance with the project specifications

Monitor the quality of work and ensure that it meets the required standards and specifications

Conduct regular inspections and site visits to identify potential problems and

take corrective action as necessary

Project Coordination, Site Visit, Follow up work on progress on site till project completion.

Office Coordination, Petty Cash Handling, Email coordinating

Greet and assist visitors when they arrive at the office

Shree Ram Enterprises-

Assist. Manager Bihar

07/2016-04/2019

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.

Rrelationship maintenance.

Material reconciliation, Project Coordinator.

Prepare Attendance Sheet of Teams

Bharti Axa Life Insurance Co. Ltd. – Bihar,

Sales Support Executive .09/2015-07/2016

Coordinate with Channel partner.

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

After sales, cross verification meet to client and collect all documents.

Solve Policy related issue etc.

Policy Renewal Collection.

Sri Hanuman Constructions -(Godrej & Boyce mfg Co Ltd)

Saran, Bihar

Warehouse Supervisor 02/2014 - 08/2015

Power infrastructure and renewable energy),

Prepare RA Bill of Contractor, (According to PO)

Handling 11 Teams Of Manpower ,Each Team have 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 a 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)