

SUDHAKAR KUMAR

Vill+PO-Mubarakpur, Near Post Office P.S-Manjhi, Dist-Saran(Bihar)Mubarakpur-841209

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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.

EXPERIENCE

Skylark Group. – Patna, Bihar
Coordination

Apr 2019 – Present

- Providing support to the sales team and customer 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
- 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
- Building and maintaining long-term customer relations .
- **Project Coordination,**
 - **Office Coordination ,Petty Cash Handling**
 - Greet and assist visitors when they arrive at the office

Shree Ram Enterprises. Bihar

Assist. Manager

July 2016 – 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*
- *Material reconciliation*
- *Project Coordinator.*

Bharti Axa Life Insurance Co. Ltd. – Bihar,
Sales Support Executive.

Sep. 2015 – July 2016

- **Verified about offer Proposal by Channel partner.**
- **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.**

Sri Hanuman Constructions(Godrej & boyce mfg. Co. Ltd. Power infrastructure and renewable energy)
Saran, Bihar

Warehouse Supervisor

FEB. 2014 – July 2015

- **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.**

State Bank of India, Customer Service Point-Mubarakpur,saran

Executive

Aug 2011 – Feb 2014

- **All operational work, account opening and cash transaction(Deposit,cash withdraw,etc) KYC, Open account by Biometric Device**

EDUCATION

- *Graduation B.com*
- *I.A (12th)*
- *Metric (10th)*
- *Diploma in Computer Hardware Technology*
- *Diploma in Computer Application*
- *The fundamentals of digital marketing certificate (By Google)*

ADDITIONAL

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)