

SUNIL VERMA

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# Career Objectives:

* Having business acumen and experience, I would take on responsibility and reach heights in it.
* Working of the next couple of months itself will prove my worth and thereafter, I would like to take-up increased responsibility.

# Education Qualification:

* Completed Bachelor Of Commerce (B.Com.) in 2007 from Banaras Hindu University (Varanasi).
* Completed Senior Secondary (10+2) in 2003 from Pestle Weed College (Dehradoon).
* Completed High School (10th) in 2001 from Pestle Weed College (Dehradoon).

# Experience:

# Currently working as HR and Administrative Manager for Zorba Sports & Lifestyle Pvt Ltd., Varanasi from 14th February’2022.

* Worked for Sunbeam Group of Educational Institutions, Varanasi as Human Resource Executive from 24th February’2015 to 19th June’ 2021.
* Worked for Dr. Rammurti Memorial Education Society, Varanasi as Branch Head from 6th October’2013 to 13th February’2015.
* Self-employed from December 2012 to September 2013.
* Worked with EXL Services Pvt .Ltd., Gurgaon as Customer Care Executive for Scottish Power (United Kingdom) from 22nd December 2010 to 30th November 2012.
* Worked for Sandeeep Silk & Saress Pvt. Ltd., Varanasi as Public Relation Officer from 15th February 2008 to 29th October 2010.

# Job Profile with Sunbeam Educational Group:

* Coordinating and managing government aided projects and events in the school.
* Administering and management systems and recreation programs.
* Serving as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
* Providing current and prospective employees with information about policies, job duties, working conditions, wages and employee benefits.
* All related documentation with human resource staffing, promotion and relieving.
* School related documentation with Government authorities likes of BSA and DIOS.
* Handling TC (Transfer Certificate) department of the school.
* Managing Admission Helpdesk, counseling parents and educating them with the admission procedure and registration.
* Managing school ERP, notices and e-messages.
* Administering external agencies and promoting competitions such as NTSE, SOF, British Council, etc.

# Job Profile with Dr. Rammurti Memorial Education Society:

* Planning, organising and overseeing the educational approaches and strategies.
* Counseling parents and educating them with the admission procedure and registration.
* Liaosning with external agencies.

# Job Profile with EXL:

* Catering to Customer’s need and maintaining a Customer to Customer Services Direct interaction via emails, contributing to onshore client via phone regarding developments.
* Managing the flow of work.
* Auditing the accounts completed by the team of 8 associates, whom I was managing.
* Sharing feedback.

# Job Profile with Sandeep Silk &Sarees:

* Tracking the Customer’s requirements and accounts.
* Promotional tours and exhibitions.

# Technical Qualification:

* MS Office
* CCC, Additional Diploma in Computer Application (ADCA)
* Internet and Emails
* Business writing skills
* Typing speed 35 words per minute.

# Hobbies:

* Meeting new people, Social networking and Listening to music.

# Personal Details:

Father's Name **:** Shri Dinesh Verma

Date of Birth **:** 28th Oct. 1984

Sex **:** Male

Marital Status **:** Married

Languages Known **:** English & Hindi

Strengths **:** Dedicated, Optimistic, Punctual, Aptitude of Acquiring Knowledge, Pleasing personality.

# About Myself

* I am confident person besides having the capabilities to generate team spirit synergies and motivate others.

**Date:**

**Place: (Sunil Verma)**