# Curriculum Vitae T. Manoj Kumar

**Present Address** :

Door No 21-10/2-204,

Vijaya durga nagar, mobile: 7660991191 Madya katta, email i.d: taatimanoj@gmail.com

Vijayawada-520 003.

**Personal Particulars**

Name : T. Manoj Kumar

Fathers Name : T. Jayaprasad

Nationality : Indian

Date of Birth : 20/12/1977

Marital Status : Married

**Educational Qualification:**

**Academic** : Bachelor Degree in Corporate Secretary Ship   
 (Major Subject : Accountancy & Commerce)   
 University of Madras.

**Technical**  : Higher in Type Writing (English)

**Qualification** Basic Computer Knowledge

**Objects** : To Position in myself as an achiever in my   
 career by entering into challenging   
 avenues of operational responsibility so as   
 to deviate myself to the level of profit  
 center.

**Highlight**  : Around 19 years of experience in marketing,

Administrative and managerial departments

**Employment History** :

December 2019 to till date : Amaravathi capital macs Ltd.

Position : Area Manager- Operations

Nov 2018 to Sep 2019 : ANOOR LABS

Vijayawada

Position : BUSINESS DEVELOPMENT MANAGER

Jan 2010 to April 2018 : **Agri Gold Organics Pvt. Ltd**.,

Vijayawada.

Position : **Marketing Manager**

**DUTIES & RESPONSIBILITY**

* Providing service to the dealers who are recognised by the company
* Maintain good relationship with the customers for getting business and payments
* Handling of port works like dispatching the fertilizers to various destinations
* Dealing department works, tender works of Karnataka and Tamilnadu
* Maintaining good relationship with the government officials in collecting orders and payments
* Handling of teams in Karnataka and tamilnadu

**Feb 2007 to October 2009** : **Ashley Transport Services Ltd**.,

(Group of Ashok Leyland)

**Position**  : **Branch Head (Vijayawada)**

**DUTIES & RESPONSIBILITY**

* Maintain good relation with Top Logistic clients
* Maintain good relationship with other branches for regularisation
* Fixing and Achieving the business target on monthly basis
* Meeting the top Transport companies for regular loads and bills discounting.
* Handling the collections for the bills discounted on time.
* Formulate effective strategies in improving the company profits
* Giving exact market rates to the customers on daily basis
* Maintaining healthy relationship with the management and also with the customers.

**mar2004 to DEC 2006** : **Allfin services & solutions (P) LTD**

(Division of Indus Ind Bank Ltd)

Chennai.

Position : **Senior Marketing Officer**

(Smart Fleet Card Department)

**Duties & Responsibility**

 Dealer Management  
 Formulating strategies for effective achievement of company sales.  
 Ensuring all credit papers is intact  
 Verifying the Financial Commitment of the Customers.  
 Devising special schemes for low risk categories   
 Maintaining healthy relationship with the customers.

 Clearing Customer Queries  
 Handling Collections for more than 100 Contracts.  
 Handling repossessions individually.  
 Preparing various types of reports for branch   
 Handling the department independently.  
 Interacting with fleet operators in Chennai.

 Interacting wit BPCL for mobilizing the cards sales.

## June 1999 to Feb 28 2004

Company : **Aarthi Tel Communications (P) Ltd**

(Bharti Group Franchisee)

Chennai.  
Position : **Team Manager**

**Duties & Responsibility**

 Marketing the Airtel Post Paid Product

 Handling the Team ( 40 Members)

 Training the Executives   
 Achieving the Group Target (Monthly Basis)  
 Meeting Corporate Clients.  
 Interacting with the Corporate Manger on Daily Basis

 Making the Team Members to Achieve their Targets Individually  
 Maintaining the Tele shop.   
 Handling the Customer issues

 Handling the Customers who visit the Teleshop  
 Showing the demos of Handsets to the Customers.

**hobbies & interest**

* Listening Music,
* Playing Volleyball & Cricket.

**LANGUAGES KNOWN : English, Hindi, Telugu & Tamil.**

Place : Vijayawada

Signature

Date : -0 -2019

(T MANOJ KUMAR)