#  CURRICULUM VITAE

**Name: -**Sumit Kumar Srivastava

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**Career Objective:**

I would like a career that gives me rich exposure through diverse assignment and working with people of high caliber. I would constantly look out for challenges, which would help me to achieve my personal and professional goal.

**Employment History**

**Jaquar & Company (Associate)**

 **Manager (Admin & Logistic)**

(Sept.2012 to Present)

**Responsibilities:**

* Established and maintained good customer relationship by providing excellent customer service to each client. This facilitated repeated sale to the clients.
* Reporting to Director and responsible for delivering Service KPIs.
* Maintained proper database of existing clients and the new clients and kept live contacts with them thereby increased business & good service.
* Make proper follow-up by out call without causing any inconvenience to the prospects, thereby generating new business and increasing revenue.
* Thoroughly discussed with each prospect, analyzed the needs, explained the suitable plans and offered the appropriate product as per his/her needs.
* Co-ordinate with Zonal & circle team for expeditious resolution of Dealers issues and escalation to higher ups in case of delay in resolution.
* Market activity with our client, share the same to higher management.
* Managing all type of responsibility of branch and provide to good service and goods delivery on time of our clients and Dealers
* Managing all types of payment record of dealers along with all office expenses..
* Maintaining all relevant MIS report and its reporting to concerned.
* Managing all claim like in transit, manufacturing defect, customer end.
* Working on DMS (Dealer Management System).
* Assess training needs to apply and monitor training programs.
* Develop and implement HR strategies and initiatives aligned with the overall business strategy.
* Handling all operational work like office construction, computer & electric amc.

 **Previous Experience -**

* Worked as a “**Admin Officer**” in “SM HERO (HERO MOTO CORP)”.Lucknow for 5years.

**Qualification**

**Academic Qualification:**

* M.COM passed from C.S.J.M. University, Kanpur in 2008.
* B.COM passed from C.S.J.M. University, Kanpur in 2006
* Intermediate passed from U.P. Board in Year 2003.
* High School passed from U.P. Board in year 2001.

**professional Qualification:**

* MBA from Sikkim manipal university lucknow. ( 2013 – 2015 ) .
* Complete One Year Computer Accounting Course from I.C.A.(The Institute of computer Accountant)

**Computer Skills:**

* Microsoft office
* E Mails
* Knowledge of DMS (Dealer management System)

**Key Skills:**

* Goal oriented
* Positive
* Good Communication Skills

**Special Interests:**

* Internet surfing
* Interacting with people
* Team Management

**Personal Details:**

 Gender : Male

 Date of Birth : January 31 1985

 Marital Status : Married

 Languages Known : English, Hindi

**Declaration:**

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

 **Date: (SUMIT KR SRIVASTAVA)**

 **Place: LUCKNOW**