

RESUME

**Muneesh Kumar**

H No.31 Near Metro Sec - 59 ,Mamura Sec -66
Noida (U.P) - 201309

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence. Earn a service which provides me stability and self growth along with the organization by professionally as well as monetary.

ASSETS

I am an individual with passion for learning and drive for success, who can work with a minimum supervision, can perform effectively and give my best to the efficiency.

QUALIFICATION

.PROFESSIONAL

- **Passed M.B.A. (Marketing & HR) from M.J.P.Rohilkhand University Campus, Bareilly in 2018 .**

ACADEMIC

- Passed B.Sc (Chemistry) from Suraj Bahan Institute of Information Technology Bareilly in 2014.
- Passed intermediate from Tilak Inter College (U.P Board) Bareilly in 2010 with 2st Division.
- Passed matriculation from S.S Inter College Manpur (U.P Board), Bareilly in 2008 with 2nd Division.

PROFESSIONAL EXPERIENCE

ORGANIZATION-HDFC BANK LTD

DESIGNATION - RELATIONSHIP EXECUTIVE

TIME PERIOD - August 31 To Present

ORGANIZATION - S.R CHADDHA INDUSTRIES LIMITED (SRCIL GROUP)

DESIGNATION - PLANNING & MIS EXECUTIVE

TIME PERIOD - AUGUST 2018 - JULY 2019.

Responsibilities

- Managing planning operations.
- Planning all project material requirements as per BOQ.
- Planning all project pole requirements.
- Co-ordinate with vendors and follow up the material.
- Managing the delivery of material shortage & damage.
- Define stock policy and management approach to be applied to each project.
- Identify practical issue concerning material supply and demand for material.
- MIS reporting to management on daily basis.
- Preparing progress report Daily, Weekly, Monthly.
- Preparation of special reports.
- Reconciliation Issue ,billed & consumption detail of the contractors.

- Indent check & approved for issue material.

ORGANIZATION - PRIDE SALES

DESIGNATION - SALES EXECUTIVE

TIME PERIOD - 2 YEAR

Responsibilities

- Understand customer need and wants.
- Explaining to the customer about the features of the TVS Bike / Scooter models.
- Converting the enquiry to booking.
- Conducting road shows, activities, Melas etc, to promote sales.
- Achieve minimum Sales target per month.
- Other related works.

SUMMER TRAINING

Summer internship training from Camphor & Allied Products Ltd. for a duration of 45 days working in the field of Marketing, study of the Product Planning management.

TECHNICAL SKILLS

- Professional Diploma in Computer Application (ADCA).
- In MS Excel, Vlookup, pivot table, sumif, countif, index match, text to columns, MS Word, Power point.

ADDITIONAL PROJECTS

“A Comparative Study of Consumer Satisfaction Towards Bajaj Motorbikes and Hero Motorbike In Bareilly City”

SKILLS

SOFT- Disciplined, Honest, Team working skills, Interactive & observational.

ACHIEVEMENTS

- Awarded with 2nd prize in “Business Quiz” at K.C.M.T, Bareilly.
- Awarded with 1st prize in “Business Plan” at M.J.P. Rohilkhand , Bareilly.

HOBBIES

- Playing cricket

PERSONAL PROFILE

Name	:	Muneesh Kumar
Date of Birth	:	02-07-1994
Father's Name	:	Indra Pal
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge.

Date:

Place: Bareilly

(MUNEESH KUMAR)