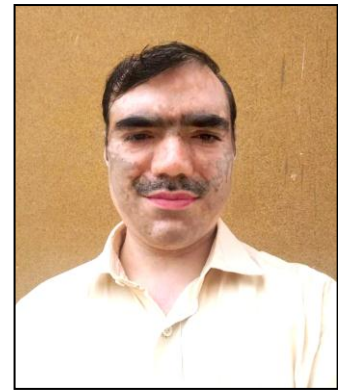


Total Experience : 18 years
Relative Experience : 8.5 years
Current CTC: Rs. : 6.45 Lacs
Joining : One Month

E-mail : designer.satish@gmail.com

PHONE : 09868991965, 9911241965

Linkedin : <https://www.linkedin.com/in/satish-chandra-19401723/>



SATISH CHANDRA

Manager HR Operation Head Sales

Location Preference: Delhi / NCR / GGN / GZB / NOIDA

SYNOPSIS

- » A result oriented professional with over 18 years' experience in HR & Operation Sales, Strategy, Planning, Coordination, MIS, Administration, HR Responsibilities, Agreements, Record Management
- » Managing a Sales Team of 4 Regional Manager & 12 Area Heads & 60 Marketing Executive All over India.
- » Keeping the Record of Sales & There Sales distributors over Pan India for 95 Active Distributors.
- » Sales & Marketing operations – Monitor the Sales Dashboard & share Data to Sales Team on alternate Day.
- » On the closing of the Month Declare the incentives on the sales achieved & set New Goals to the Team to Increase our Company & Make them appraise.
- » Administer HR Digital Solution to Commercial HR Team.
- » Possesses rich and pertinent experience in undertaking activities related to inter departmental coordination.
- » Expertise in preparing Correspondence, Documents, MIS Reports, MOM etc. Experience in helping companies in getting Market Placing through Policies for their products/ Implementation.
- » A keen communicator with the ability to relate people across all hierarchical levels in the organization.
- » Adroit at maintaining office procedures, service standards and operational policies.
- » Experience of 16 Years HR & Admin Implementation with Communication of Management & Staff.
- » Issue Appointment Letters & appraisal Letters as per the sales Increase in past FY to Current Achievements.
- » Perform all the End to End Task of Communication with Sales Team.
- » In-depth knowledge of computer & office software and hardware.
- » Making Annual Performance Appraisal process and preparing the first cut of the regional appraisal sheet as per the Employee Track Record of Sales.
- » Work as an Administer Compensation /Benefit Plans including Sales incentive.
- » Preparation of monthly attendance sheet of on roll employees and providing the same to the corporate office for salary processing.
- » Online Attendance System & Office Staff to Corporate Office for Payment & other Process.

CORE COMPETENCIES

- | | | |
|----------------------------------|----------------------|---------------------------------|
| - Executive Assistance | - Strategic Planning | - Co-ordination |
| - HR Policies & Procedures | - Administration | - Distributor Record Management |
| - Key Communicator | - Data Management | - Payroll Management |
| - Appointment & Exit Formalities | - | |

EMPLOYMENT PROFILE

Sept'2014 – Till Date : M/s Luman Industries Ltd. / (A Luman Group Company), Delhi
"Manager HR & E A to Director."

Company Profile : Founded in 1978, Luman Group is a IATF 16949:2016 & ISO-9001:2008 certified leading manufacturer of automotive components for HCV, LCV, and off-road applications in India. With its corporate office in New Delhi, the group achieved a turnover of around USD 14 million in the previous financial year. We currently manufacture various products from 4 different locations in Northern India.

Key Deliverables:

- » Calendar Management, fix appointments and meetings, handling incoming calls and visitors, making travel arrangements like ticket booking, hotel booking etc.
- » Preparation and analysis of MIS reports on Sales & Expenses /Business Development (Organic Growth), Head Counts Growth (Inorganic Growth), Expense Reports, Payroll Done etc.
- » Support the marketing Team in building sales Promotion and administer sales related marketing Policies.
- » Data management of the manpower deployed in a pre-defined format and updating on monthly basis.
- » Handling role of Super Admin for the Email Accounts of the company and responsible for all major activities related to Distributor Management. Responsible for addition, modification and deletion of clients and users for Company.

May'2002 – Aug'2014 : M/s Sharpline Media & Service Pvt. Ltd., Delhi
(Twelve Years) "Admin Manager"

Company Profile: Sharpline Media & Service Pvt. Ltd. is today a well Known multi-media outfit offering a wide spectrum of advertising and outdoor services. With its expertise and quality of service, Sharpline has become one of the leading Outdoor Advertising agencies in India Is pioneer in Large Scale Printing & Live Designs of Advertising with different Medias etc.

Key Deliverables:

- » Shouldering responsibility of preparing Correspondence independently with customers like quotation sharing, answering queries, following up for payments on continuous basis.
- » Preparation of MIS reports on various issues like sales, production, etc. of the product range.
- » Handling Companies with there orders Received Job completed Percentage – Raising of Invoices & Payment Received & Getting Status from Accounts for the Payment Follow-ups.
- » Maintain and organize filing, records, various confidential and important papers.

EDUCATION

- » MBA (HR & Marketing) from Swami Vivekanand Subharti University, UP
- » Hands of Expertise on Computer with Office & Outlook softwares & "CCC Certificate from NILET".
- » Well versed with Attendance Management software's.
- » Stenogaphy (English) ITI Pusa, Patel Nagar, Delhi in 1994 with 85% marks.
- » B.A. (Pass) from IGNOU in 2011 with 55% marks.

IT SKILLS

- » Well versed with Office Automations & Internet Applications.
- » Bi-Lingual Typing (Hindi & English) – with a Remarkable Speed of Proficiency

PERSONAL DETAILS

Date of Birth : 1st Feb. 1976
Address : CRPF Camp, Jharoda Kalan,
Najafgarh, New Delhi – 110043.
Languages Known : English, Hindi & Russian.

Date:
Place: New Delhi

SATISH CHANDRA