

Devendra Kumar



Highlights

- Client Support
- Strategic and Office Management
- Back Office Operation
- Administrative Executive
- Staff leadership
- Public Financial Management System

EDUCATION

- BACHELOR OF ARTS: -
MAHATMA GANDHI KASHI
VIDYAPEETH, VARANASI
- I.T.I: (ELECTRICIAN)- 2019-2021
PREMLATA PRIVATE I.T.I,
VARANASI
- INTERMEDIATE: SCIENCE-
U.P. BOARD, VARANASI
- HIGHSCHOOL: SCIENCE-
MUKULARANYAM ENGLISH
SCHOOL, VARANASI

CERTIFICATION

- O'LEVEL
- CCC
- NLDM



+91- 7905184979, 9598523025



devendra.cpf@gmail.com



K 47/151 B, KATUWAPURA,
MACHHODARI PARK, VARANASI U.P.-221001



PROFESSIONAL SUMMARY

To work with in NGO that provides excellent growth opportunities and enhances my professional and analytical skills. Collaborative executive administrative team member with organizational skills, attention to detail and experience in Chaitanya Prabha Foundation Kashi Beads Gatha Handicraft Producer Company Limited office environments. Delivers accurate, error-free work meeting strict standards. Always ready to take on challenging assignments, help others and exceed expectations.

JOB EXPERIENCE

CLIENT RELATIONSHIP EXPERT (CSO)- (JANUARY-2023 TO JANUARY 2024) AT MAXIM RIDER AND FOOD DELIVERY

- Responding to customer queries in a timely and accurate way, via phone, email, or chat
- Identify customer needs and help customers use specific features
- Update our internal databases with information about technical issues and useful discussions with customers
- Identifying customer needs and helping customers use specific features
- Analyzing and reporting product malfunctions.

ADMINISTRATIVE EXECUTIVE & COMPUTER OPERATOR – (ARPIL-2017 to DECEMBER-2022) CHAITANYA PRABHA FOUNDATION (NGO), VARANASI

- Assisted associated departments with clerical and administrative support.
- Used technical and detailed information to prepare comprehensive reports.
- Trained and mentored junior administrative team members in procedures.
- Helped staff with special projects by setting up schedules and organizing resources.
- Prepared contract drafts, purchase orders and business correspondence for team.
- Connected with professionals in outside offices and distant locations to coordinate work.

BUSINESS DEVELOPMENT EXECUTIVE (BDE) – 6 MONTHS BIG FACTION CONSULTANCY PVT. LTD, VARANASI



- Exceeded targeted sales goals through proactive outreach.
- Generated business development awareness by implementing in-depth sales and marketing training program.
- Answered customers' questions regarding products, prices, and availability.
- Planned strategic brand-building events to expand product portfolio.
- Delivered performance updates, quarterly business reviews and planning meetings.

EXTRACURRICULAR ACTIVITIES: -

- Three Month worked as a Computer Trainer at SMS College
- Enrolled as a Technical Assistant in SAMARTH program from Ministry of Textiles, Govt. of India
- Worked as a Head Coordinator at Chaitanya Prabha Foundation in Seminar and Toolkit Distribution Program
- Worked as a Computer Trainer at PMKVY and Skill India Courses
- Worked as a Coordinator at KASHI BEADS GATHA HANDICRAFT PRODUCER COMPANY LIMITED
- As a Resource person (Speaker) at CHAITANYA PRABHA FOUNDATION and KASHI BEADS GATHA HANDICRAFT PRODUCER COMPANY LIMITED.

STRENGTH IN WORK: -

- Hard Working,
- Positive Attitude
- Ability to work under pressure and under deadline
- Self-Motivated
- Quick learner

DECLARATION: -

I hereby declare that the information given above is true at the best of My Knowledge.

Date: -

Place: -

(DEVENDRA KUMAR)