

## PROFILE

### MANOJ KUMAR

#### Email

manojleo5317@gmail.com

#### Contact No

Mobile : +91 9555 346 007

#### Address

H. No. - 589, E - Block,  
Phase - II  
New Palam Vihar  
Gurgaon – 122017

#### Personal Details

Date of Birth : 16/08/1983  
Marital Status : Married  
Father's Name: Sh. Sukhbir

#### Languages known

English

Hindi

#### Career Objective

Seeking a challenging position that will utilize my exceptional marketing skills and educational background. Would like to be a strong contributor to the ongoing success of your organization.

#### Professional strengths

Demonstrated and have a proven track record of high performance standards including attention to schedules, deadlines, budgets and quality of work. Ability to institute creative improvements that allow for more efficient managing of workflow. Having strong communication skills.

#### Work Profile

**Organization: Everstyle Hotel Supplies India (P) Ltd.** Gurgaon

**Period** : September 2011 – December 2015

**Role** : Sales Coordinator

**Organization: Yes Bank,** Gurgaon

**Period** : December 2009 – January 2011.

**Role** : Client Relationship Partner

**Organization: Axis Bank,** Gurgaon

**Period** : October 2007 – December 2009

**Role** : Business Development Executive

#### Education

- ✓ **Master of Business Administration** in Marketing from Guru Gobind Singh Indraprastha University, Delhi in the year **2007**.
- ✓ **Bachelor of Commerce** from Maharshi Dayanand University, Rohtak, Haryana in the year **2004**.
- ✓ **Senior Secondary Examination** from Board of School Education Haryana in the year **2001**.
- ✓ **Matriculation Examination** from Board of School Education Haryana in the year **1999**.

#### Certification

- ✓ **CERTIFIED FINANCIAL PLANNER<sup>CM</sup>** Certification from Financial Planning Standard Board of India

## **Work Experience**

### **AXIS BANK (October 2007 – December 2009)**

Worked with Axis Bank, DLF Galleria Branch as a Business Development Executive. My roles and responsibilities are hereunder.

#### **Responsibilities:**

- Business development by adopting various marketing strategies and sale initiatives.
- Acquisition of NTB CASA products from open market.
- Attend NTB branch walking and generate leads for various products.
- Meeting clients to discuss their needs, objectives and budgets.
- Ensure quality of accounts while focusing on quantitative acquisition.
- Focus on high value accounts for the segment of Priority, NRI Banking and Corporate Business.
- Cross sell of investment products like Life Insurance, General Insurance and Mutual Fund.

#### **Achievements**

- Certificate of Appreciation from Group President- Axis Bank (Retail Banking) for being nominated to the Gold Club ( 3 Times) for Outstanding performance in sales
- Certificate of Appreciation from Group President- Axis Bank (Retail Banking) for being nominated to the Silver Club ( 2 Times) for Outstanding performance in sales.

### **YES BANK (December 2009 – January 2011)**

Worked with Yes Bank, Fortune MG Road Branch as a Client Relationship Partner. My roles and responsibilities are hereunder.

#### **Responsibilities**

- Acquisition of NTB CASA products from reference generation module.
- Regular meeting and follow up for park in funds in my portfolio .
- Always generate lead and references from old customer.
- Cross sell of investment product to the client of my portfolio.

#### **Achievements**

- Certificate of Appreciation from Group President – Yes Bank for Qualifying the National Contest on the basis of acquisition
- Certificate of Appreciation from Cluster Business Leader- Yes Bank for the exceptional performance in Cluster Premier League.

**EVERSTYLE HOTEL SUPPLIES INDIA (P) LTD.**  
**(September 2011 – December 2015 )**

**Company Profile:**

As a company we primarily cater to 5\* hotels and both existing and upcoming with their needs or requisites for FF&E and OS&E. My role play was to cater to the requisites of the hotels, understanding their purchasing powers and make simultaneous offerings of various brands as per their requirements. Offerings range from Crockery, Cutlery, Glassware to heavy kitchen equipments, outdoor furniture and many more. Notably a few of my prestigious clients are Taj Group, ITC Group, Oberoi Group, Hyatt, Hilton to name a few.

**Responsibilities**

- Cater to the requisites of the hotels, understanding their purchasing powers.
- Make simultaneous offerings of various brands as per their requirements.
- Offerings range from Crockery, Cutlery, Glassware to heavy kitchen equipments, outdoor furniture and many more.
- Regular follow up from the clients for submitted commercial offers.

**Soft Skills**

- Office Package: Microsoft Word, Excel (HLOOKUP, VLOOKUP, CONCATENATE), Power Point & Outlook Express.
- Operating System: Windows 2000, Windows XP, Windows Vista, Windows 7.

Yours truly,

(Manoj Kumar)