**CURRICULAM VITAE**

**Sunil Kumar K.S**

**No 563 2nd Stage 4th Cross**

**Vivekanandanagar**

**Ramanagara - 562159**

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***CAREER OBJECTIVE***

Striving for an extra bit of confidence, which will permit me to use and enhance my acquired knowledge in the field of Finance, sales and marketing and also to excel and achieve the best in the field of management by applying knowledge, skills and abilities possessed by me for continuous growth and achievements of individual as well as organizational goals.

* **Work Experience**

Worked as a system administrator in A.K system from March 2009 to Dec. 2009  
Working as Branch Co-Ex in HDFC Bank Ltd – Ramanagara Since from Dec.2009 to May 2011.

* **Employer Role & Responsibilities In HDFC BANK**

1. Introducing new customer to the bank and cross sell the products which are available in the bank.  
2. Build and Maintain good relationship with the customer to enhance reputation of the organization.  
3. Providing financial planning to existing as well as to the new customers  
4. Creating awareness to the customers about periodically changes in the banking operation and financial market  
5. Co-ordinating with the manager and giving suggestions and implementing on manager’suggestions positively to excel the team’s work

* **Working as Marketing Admin Trainee in GEN MOT COILS**

1. Job Responsibilities: (For export orders)  
2. Receiving and Sending email on behalf of company  
3. Preparing estimate for manufacturing coils and winding kits  
4. Receiving quotes for copper and other insulating materials.  
5. Sending quotes to customer  
6. Negotiating with customers all around the world (Mainly Argentina,  
Mexico, Brazil, USA, France, Italy, Norway, Portugal, Sweden, UK, Saudi  
Arabia, Kuwait, Dubai, Yemen etc.  
7. Arranging all meetings, visas to our winders, arranging all travel programs.  
8. Receiving orders  
9. Processing of orders  
10. Dispatch of products

11. Follow up on payments.

* **Working as Manager in Muthoottu Mini Financiers Pvt Ltd Since from Jan 2012 to**

**Feb 2015**

1.Coordinating with customers and cross sell the products which are available in the organization like debenture and Gold loan.

2. Apprising gold ornaments of the customer and preparing pawn tickets.

3. Preparing new share allotment for the new customer.

4. Creating awareness to the customers about periodically changes in the organization like interest and gold rates.

5. Preparing G.L renewals and closers in the system.

6. Coordinating with the staff and giving suggestions and implementing on business.

7. Handling customer queries.

8. Preparing trail balance and day book in system.

9. Reporting daily business to regional manager

* **SKILLS**

Good command over the Marketing and Administrative, Financial concepts

1. Management skills, proactive and self motivated.

2. Quick learner, Leadership skill, creativity,                                                                               

3. Flexibility to adopt change in different environment

* ***COMPUTER LITERACY***

**Operating Systems**: MCSA (MCP ONLINE CERTIFEID)  MS-DOS,

WIN -98/2000/XP, MS-OFFICE- Word, Excel, MCSA,

* ***PROFESSIONAL QUALIFICATON***

B.com – in Vijaya College, Bangalore University, Bangalore.

MBA (HR & MARKETING) – in KSOU University, MYSORE

* **Hobbies and Interest**

1. Interested in playing sports like Shuttle badminton.
2. Listening Music, Readings Books

* ***PERSONAL DETAILS***

                         Date of Birth        :   01/03/1987

Marital Status     :  Married

Nationality          :   Indian

Gender                 :   Male

Languages known:   English, Kannada, Hindi.

**Date:**

**Place:                                                                         (Sunil Kumar K.S)**