**CURRICULAM VITAE**

**PRAVEEN KUMAR.P**

**No. 5, s.s puram,**

**Kamaraj nagar,**

**Bodinayakanur.**

**E-MAIL ID:** [**ppk.bca@gmail.com**](mailto:ppk.bca@gmail.com)

**Mob: 9790291149, 8825429247**

***Career Objective***:

Strive to the best of my ability and skills for the achievements of the organizational goals and thereby achieve my ambitions and goal.

#### **ACADEMIC PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Duration** | **Marks %** |
| **B.C.A.,** | CARDAMOM PLANTERS ASSOCIATION COLLEGE, BODINAYAKANUR. | 2006-2009 | 64.88 |
| **HSC** | Z.K.M. Hr. Sec School,  Bodinayakanur | 2004-2005 | 70.34 |
| **SSLC** | Z.K.M. Hr. Sec School,  Bodinayakanur | 2002-2003 | 76.4 |

### *Work Experience*

1. **Working as Business development Executive at Equitas Small Finance Bank from October’ 2016 to Apr ‘ 2020..**

* Experience in Banking product & process training
* Selling of banking products to clients. Products might include either CASA, Credit Cards, Mortgage, Loans,bank Assurance or all of these.
* Prospecting and identifying new leads and pitching to the clients.
* Providing client service to existing customers. They are required to manage all aspects of customer relationships
* Corporate sales to get premium and HNI clients
* Strategist & implementing ways to achieve sales targets for the bank
* Hand-on experience in marketing and customer relationship management
* Sound Knowledge in Branch Banking Operations & Adequate exposure to back office and front office operations.
* MIS co-ordination of the various sales activities in the Branch.
* Highest level of Customer service and ensuring customer satisfaction.
* Managing the front desk of the bank and manage the day to day admin activities.
* Ensuring the various compliance aspects in the branch in line with the Regulator

1. **TJSV Steel Fabrication & Galvanizing (India) Ltd.**

**As Executive in Sales Department, Jan’ 2015 to Jan’ 2016.**

* Order Handling
* Prepare MIS report every month, handling to Planning department to plan accordingly.
* Preparing sales invoice and their corresponding documents for dispatch.
* Coordinating with transporter for placing vehicles as per daily requirement
* Monitoring till the product reaches customer end.
* Collecting corresponding documents from customers such as C-Form, ARE – 3, etc. and keeping clear record for the same.
* Expedites all critical orders with local subcontract vendors
* Maintaining a record of all outstanding purchase orders with external vendors.
* Responsible for all duty customs sales and tax functions, including certification and verification, drawback, and compliance with governmental agencies.
* Develop constructive and cooperative working relationships with those on your team, as well as cross-functionally
* Sorted out short quantity of supply to customers by introducing weighing and loading process.
* Coordinates imports and exports.

1. **Bridgestone India Automotive Products Pvt Ltd, Chennai.**

**As Executive in Sales & Marketing Department, July’ 2012 to Dec’ 2014**

* Extracting Order from customer portals.
* Prepare MIS report every month, handling to Planning department to plan accordingly.
* Leading Invoicing team for preparing sales invoice, ARE 1, and corresponding documents for dispatching materials to customer end.
* Tracking sales orders to ensure that they are scheduled and sent out on time.
* Resolving any sales related issues with customers.
* Making follow-up calls to confirm sakes orders or delivery dates.
* Follow and collect payment as per terms and Reconciliation of old dues.
* Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
* Effectively communicating with customers in a professional and friendly manner.
* Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.

1. **SE FORGE Limited, Coimbatore.**

**As Junior Executive in Logistics Department, July’ 2009 to July’ 2012.**

* Plan and co-ordinate transportation of materials and manage the timely flow of customer orders.
* Adhere to shipping/receiving and regulatory-compliance procedures.
* Dispatch freight for delivery and arrange for pickups
* Contact carrier representative to make arrangements and to issue shipping instructions and delivery of materials
* Rectify problems such as damages, shortages and non-conformance to specifications
* Grew account billings from RS. 50, 00,000/month to RS. 1, 50, 00,000/month in less than one year.
* Improvements in Packing Specification and get improved result.

**PERSONAL INFORMATION**

Father’s name : Mr.M.Paramasivam

Date of Birth : 31.05.1988

Sex : Male

Nationality : Indian

Languages Known : Tamil, English.

Permanent Address : No.5 s.s puram, kamaraj nagar,

Bodinayakanur

Theni Dt-625 513,

# **DECLARATION :**

I do hereby confirm that the information given above is true to the best of my knowledge

# **SIGNATURE**

**[PRAVEEN KUMAR.P]**