

CURRICULUM VITAE

OBJECTIVES

To utilize every opportunity to learn & improve in order to add value to the organization there by attaining my career growth.

Enhance my knowledge & skills & to become an eminent professional.

PROFESSIONAL QUALIFICATION

MBA from Omegan School Of Business, ICFAI University Tripura.

ACCADEMIC DETAILS

Degree/Class	Board/University	Year
MBA	ICFAI,TRIPURA	2010
B. Com	Government College , Khetri, University of Rajasthan	2007
Higher Secondary	Ajmer Board	2004
Secondary	CBSE	2002

COMPUTER SKILLS

Post Graduate Diploma in computer application (PGDCA) from Singhania University.

MS-Word, Excel, Power point & Internet friendly.

LIVE PROJECTS & SUMMER INTENSHP

- Name of the company :- Eureka Forbes
Duration:- 7 days
Title of Project: - Consumer Behavior Toward the company.

SUMMER INTENSHP

- Name of the company :- HINDUSTAN COPPER LIMITED

DURATION:- 10 WEEKS

Title Of Project:- Training & Development

DESIGNATION:-AS A HR Trainee

WORK EXPERIENCE

- **Name Of the Organization:- Shriram Fortune Solutions Ltd.**

Duration :- 2 Years (DOJ- 15/03/2010)

Designation:- Marketing Officer

Current CTC – 130000(PA)

Name Of The Organization:- Reliance Life Insurance Company Limited.

Duration : - 1 year 6 months (DOJ 8-8-2013)

Designation:- Sales Manager

CTC:- 240000(PA)

- **Name Of the Organization :- Adarsh Credit Co-operative Society Limited.**

Duration :- 1 Year & 8 Months and still working (DOJ- 6th April, 2015)

Designation :- Branch Head (Senior Executive)

CTC- 200000(PA)

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JOB RESPONSIBILITY:-

1. Maintain proper filing.
2. Proper maintenance of cash book and pretty cash book.
3. Preparing and sending of daily business report to regional office.
4. Reply of official mails.
5. Daily attendance of staff.
6. Help and guide to sales staff to improve sales.
7. Payments of agent's commission. And Etc.
8. Handling Sales Team.

HOBBIES

Sports

Listening Music

Organizing Events

Reading

PERSONAL MEMORANDUM

Father's Name : Mr. G. R. Panwar
DOB : 19/05/1986
Address : F-45, III-A, KHETRI NAGAR
Dist – Jhunjhunu (Raj.)
Pin - 333504
Mob. No. : +919785183944
Languages known : English & Hindi
Mail Id : sunilalphabeta@gmail.com

I hereby declared that all the details furnished here are true to the best of my knowledge and belief, for any discrepancy found, I should be fully responsible.

Date-07-10-2017

SUNIL KUMAR PANWAR