Resume

C/O Transguard LLC Staff Accommodation

Alquoz

+97-0526510142

rahulkumar.dun@gmail.com

RAHUL KUMAR

OBJECTIVE

“To excel in my profession and contribute towards the growth of a multifunctional organization resulting increase in profits of the stakeholders both as an organization and an individual.”

**INDUSTRIAL TRAINING**

Organization Webtel Electrosoft Pvt. Ltd.

Vikrant Tower, Rajendar place, New Delhi.

Department Marketing (West Delhi).

Designation Management Trainee.

Duration 20th of july 2012 to 25th of September 2012.

Responsibilities To coordinate various other members in my team.

To coordinate with various direct marketing activities.

To coordinate with various sales promotion activities.

## Work Experience

Nov 2013-Dec 2014 **APLHA ENGINEERS**

Alpha Engineers designs, supplies, install and provide services for all types of air conditioning and ventilation systems in the domestic and commercial market. The company’s vision is to become a leading supplier of air conditioning in the north region by providing honest, competent and personal customer service.

Designation Executive Sales & Marketing

Job Responsibilities - New Market Development for Air conditioning biz

-Dealing with Architects, Consultant& Customers.

-Enquiry Generation, Quotation submission on monthly sales target basis.

Feb 2015-July 2015 **PERIL MANAGEMENT SERVICES**

EC ROAD, DEHRADUN UTTARAKHAND

Peril management services is Risk control unit (RCU) Agency, work for different banks.

Designation Office Administration

Job Responsibilities Preparing MIS report on daily basis and in given TAT period.

July 2015-Septmber 2015 **Zhejiang Homebase Industrial Co.,Ltd.**

Qinggang Science-Technology Industrila Park, Yuhuan Zhejiang, China.

A Leading manufacturer and exporter of deep well submersible pumps, towel heater and valves.

Designation International Sales Executive (submersible pumps).

Job Responsibilities To find out the new customers in market.

To coordinate with various sales promotion activities.

To coordinate with various others members in my team and research and sales department.

To maintain different market research report.

December 2015-Till Date **Transguard group LLC.**

H.O. Emirates group security, Head Quarters, B Wing, 1 Floor

Dubai Airport Freezone, P.O. Box 22630, Dubai UAE.

Designation Security officer

Job Responsibilities Safety and Security of the given premises.

Handling the team of 3-5 persons.

Customer Care service.

## PROFESSIONAL QUALIFICATIONS

Masters In Business Administration (MBA) : NBA School of Business, New Delhi.

Affiliated to Maharishi Dayanand University (MDU), Rohtak in 2013.

Specialization : Marketing (Major)& International Business (Minor).

Bachelor of Commerce (B.Com.) : H.N.B Gharwal University in 2011.

## ACADEMIC QUALIFICATIONS

**Intermediate (12th) C.B.S.E. from Children’s Academy school, Dehradun, Uttarakhand.**

**High School (10th) C.B.S.E. from Children’s Academy school, Dehradun, Uttarakhand.**

COMPUTER PROFICIENCY

* Well versed in Operating System (Windows-98, XP, Vista, Windows-7, 8).
* Proficiency in entire MS-Office Suit.
* Sound understanding of Internet Tools.
* Knowledge of Tally (Diploma).
* Completed 1yr course of Computer Basic Knowledge.

#### EXTRA CURRICULAR ACTIVITIES

* Participated as in Boxing Competition – Inter School
* Participated as in Cricket Tournament – Inter School
* NCC Certification
* Six Sigma Certification -Yellow Belt

#### PERSONAL DETAILS

Date of Birth **:** 20th September 1986

Father’s Name **:** Mr. PhoolSingh

Nationality : Indian

**Date:**

**Place: (RAHUL KUMAR)**