

## NS VINODH KUMAR

(Account Service Manager)

☎: +8374044810 | ✉: [nsvinodh.vk@gmail.com](mailto:nsvinodh.vk@gmail.com)

LinkedIn: <https://www.linkedin.com/in/vinodh-k-592a79152>

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### PROFILE SUMMARY

I, Vinodh Kumar is an Account Management Expert in B2B sales with 3 years' experience in USA & Indian industries with the skill set of business development and management. Expert in Key Account Management, post-sales, corporate sales, Vendor Management, Quote negotiations & Billings.

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### PROFESSIONAL EXPERIENCE

**Company** : Hourglass Essentials Pvt Ltd  
**Role** : Key Accounts/Accounts Service Manager  
**Duration** : Feb 2020 to Oct 2021

**Role & Responsibilities:** B2B, Key Account Management, Build and Maintain strong long lasting Client Relationship, Client serving, Business Development, Corporate Sales, Vendor Management, maintaining ongoing relationship with existing clients, End to End Management (Inc. Bidding, Follow ups, Providing regular updates on the project, Billing etc.)

**Company** : COLIVE  
**Role** : Relationship Manager  
**Duration** : Aug 2019 to Jan 2020

**Role & Responsibilities:** Interaction with clients, contacting potential clients, closing sales and working with clients through closing process, collaborating with Mgmt. on sales goals, Negotiate and manage agreements through business contract process, ensuring outstanding customer satisfaction by maintaining strong working relationships

**Company** : Anthem Realty & Investments Pvt Ltd.  
**Role** : Project Coordinator  
**Duration** : June 2018 to Jul 2019

**Role & responsibilities:** Project Co-ordination, Project Scheduling, maintaining daily weekly and Monthly project reports, Issuing Payroll, Managing Ongoing relationship with clients, QuickBooks (Preparing Invoices, Maintaining Accounts) & payment Follow-ups.

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### AREAS OF EXPERTISE

Account Management	<div><div></div></div>
Relationship Management	<div><div></div></div>
Problem Solving	<div><div></div></div>
Business Development	<div><div></div></div>
Vendor Management	<div><div></div></div>
Complex Negotiations	<div><div></div></div>

## KEY ACHIEVEMENTS

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- Won “Best Quality Coordinator reward in 2018” from the hands of Mr. Deepak Chandani President & CEO of Anthem Companies.
- Awarded “NO \$ ERROR” title for maintaining perfect project accounts.
- Achieved Quarterly target and got rewarded Soft Incentive from COLIVE in JAN 2020

## SOFTWARE SKILLSET

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- Sales Force
- Zoho CRM
- Moxtra
- QuickBooks
- Microsoft Projects (Excel, Power Point & MS word)

## ACADEMIC QUALIFICATIONS

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- Bachelor’s in Civil Engineering, SITAMS, Affiliated to JNTU Anantapur, 2018, with 8.71 (CGPA)

## LANGUAGES

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- English, Tamil, Telugu (Mother Tongue)