

C.V. FOR MANAGERIAL WORK FOR PLANNING OR PERFORMING

Name: SUSHIL KUMAR MISHRA

ACADEMIC QUALIFICATIONS:

Examination	Institute/University	Year of Passing
MCA	From IGNU part time classes at HBTI Kanpur	1996
Computer Application Course	Govt. Recognised Institute Kanpur Three Year Application Course & DTP Course	1993
B.Sc.	DBS Degree College, Kanpur (Kanpur University)	1994
Intermediate	Murarmau Inter College Murarmau	1990
High School	Govt High School U.P. Board Sareni.	1988



Technical Knowledge:

- Good Command in computer for all type of work like formatting, analyzing, preparing format etc. in any operating system. Having working experience in Tally, Marg(Manufacturing) and Busy Software for accounting and have knowledge about GST returns and other application refund etc.
- Complete knowledge of Import & Export documentation and procedure thereof.
- Good knowledge in DGFT work, like MEIS, RoDTEP, Duty Draw Back, EPCG, & other promotional scheme documentation with DGFT
- Good Knowledge in Typing & good speed in English & Hindi Typing.
- Independent correspondence related in sales/purchase, and communicate with buyer and supplier for any type of issues.
- Independent Correspondence with Foreign Buyer & Supplier.
- Purchase of raw materials by negotiating the price
- Participating tender and co-ordinate for the various docs. Required in the tender.
- Look after Maintenance of Office/factory premises
- Administrative work
- Liaison work with Govt. / Semi-Govt. departments.
- Realization of payment from the parties
- Meeting with Vendors and buyer domestic as well as foreign buyer and supplier's booth.
- Day to day working of Managing Director's office
- Co-ordination with Production department.
- To handle all Secretarial functions for the M.D
- Managing appointments, meetings day-to-day schedule of the MD
- Preparing & maintaining files of the projects and meetings
- Follow up with different departments and give progress report to the assigned task.
- Report preparation daily/periodically as and when required.
- Proficiency in internet browsing and downloading relevant information
- Maintaining meetings minutes & follow up with the other team members on the behalf of the M.D.

WORK EXPERIENCE: 22 Years

Organization	Duration	Designation
Electronic India Ltd. Hyderabad as Project work at Kanpur	July 1994 to June 1996	Supervisor of Project responsibility involved daily report Hyderabad & maintenance of computer
Dr. Sabharwal's Group of Companies	October 1996 to 11 th May 2022	Manager Admin / Export Manager

PROFESSIONAL HIGHLIGHTS:

Organization: M/s. Electronic India Ltd.

Functions:

- Assisted with the **Project Manager Mr. Sharma for all type of official work & daily report to Hyderabad Office & coordinate with UP Govt. Officials to fulfill supply of voter card.**
- MIS collection/Presentation/summarization of various manufacturing activities.

Organization: Dr. Sabharwal's Group of Companies, Kanpur India

Manufacturer and Exporter of Medical Devices, Surgical Dressings & Bandages.

Functions

- Was assisted with Managing Director to achieve the sale targets, procurement of order, procurement of raw material, Procurement of Trading Goods for export market, Customs clearance, Advance License, DBK and liaison with various Govt./Semi Govt. Public Institutions, and also itself file all export promotion scheme application with DGFT. And also corresponded with all tax department with help of CA.
- Presently work as GM complete manufacturing units at Kanpur & office itself & daily report to M.D. at Chandigarh Office.

PERSONAL DETAILS

Name	:	Sushil Kumar Misra
Father's Name	:	Shri Kamla Kant Mishra
Date of Birth	:	15-07-1972
Sex	:	Male
Marital Status	:	Married
➤ Languages Known	:	English, Hindi, write & read.
➤ Passport No	∴	E 7535136 valid up to 20/01/2024
➤ Visa	:	Schengen Visa From European Country Bangladesh govt. attend Conference for Medical & pharmaceuticals.
➤ Driving License No.		98209/99- M/CYCLE W. GEAR & LMV.
❖ Present Address		M-715, AVAS VIKAS COLONY KESHAV PURAM, KALYANPUR, Kanpur , U.P. INDIA. Tel: 9415733647 E-Mail: kanpursushil@gmail.com Mob: 9415733647

(SUSHIL KUMAR)