

C.V. FOR THE POST OF EXPORT EXECUTIVE

Name: SUSHIL KUMAR MISHRA

ACADEMIC QUALIFICATIONS:

Examination	Institute/University	Year of Passing
Computer Application Course	Govt. Recognised Institute Kanpur Three Year Application Course & DTP Course	1995
B.A.	DBS Digree College, Kanpur (Kanpur University)	1994
Intermediate	Murarmau Inter College Murarmau	1990
High School	Govt High School U.P. Board Sareni.	1988



Technical Knowledge:

- Computer : M.S. Word, Excel, Power Point, E-Mail & Internet
- DTP, Corel Draw, Pagemaker, Photoshop & other DTP related software.
- Good Command in computer for all type of work
- Import & Export documentation and procedure thereof.
- Good knowledge in DGFT work, like DEPB, Duty Draw Back, EPCG, & other promotional documentation with DGFT like FOCUS MARKET SCHEME, FOCUS PRODUCT SCHEME.
- Good Knowledge in Typing & good speed in English & Hindi Typing.
- Independent correspondence related in sales/purchase,
- 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
- Liaisoning work with Govt / Semi-Govt. departments.
- Realization of payment from the parties
- Meeting with Vendors
- 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: 15 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 till now	Manager Admn / 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 Election Officer.**
- MIS collection/Presentation/summarization of various manufacturing activities .

Organization: **Dr.Sabharwal's Group of Companies, Kanpur India an ISO9001:2008 company :** Manufacturer of 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 Licence, DBK and liaison with various Govt./Semi Govt. Public Institutions, and also itself file all export promotion scheme application with DGFT.
- Presently work as GM & manager complete manufacturing units at Kanpur & office itself & daily report to M.D. at Panchkula Office.

Last Salary Drawn: Rs.35,000/- per month plus perks

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
➤ Vissa	:	From European Country & go to attend two hexibition one is Millan Italy & one another in Dusseldorf Germany & Vissa from 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

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(SUSHIL KUMAR)