



SOURABH CHANDRA
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CAREER OBJECTIVE

I want to be in a continuous learning environment which can provide me the opportunity to explore my skills and also it will be the value addition for the organization. So, I am looking for a career position in **SALES : ADMINISTRATION** as well as in **OPERATIONS** where professional experience and expertise will be regarded as a wealth of an organization.

TOTAL YRS OF EXPERIENCE :- 6.5 YRS

WORK EXPERIENCE: -2yrs, WORKED AS OPERATIONS MANAGER ,
(Sakha Consulting Wings Pvt.Ltd .)-{ **Cab Hire Co. (Women on Wheels)** } from (10.05.2017& 31.05.2019)

- Responsible for revenue generation and managing the operations of center.
- Responsible for cash & key handling of the center.
- Responsible for team management of 30+ employees .
- Responsible for performing administrative duties, maintenance work, record keeping, inventory management, daily reporting formats.
- Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees.
- Responsible for :-Preparing an annual budget; Scheduling expenditures; Analyzing variances
- Responsible for ordering, telephone handling, and other procedures.
- Put up purchase requests for all approved purchases for the necessary approvals and verify invoices for the raised purchases upon delivery of goods and services.
- Responsible for preparing reports for management like preparing weekly or monthly reports.
- Responsible for arranging marketing activities/workshops, to increase the profitability of the center.
- Responsible for counsel the visitors and convince them for registration and retention.
- Responsible for handling of daily local vendors in relates to center.
- Responsible for attending the management meetings in head office whenever required.
- Responsible for receiving and sort mail and deliveries.
- Responsible for greet persons entering organization, direct persons to correct destination.
- Ensures knowledge of staff movements in and out of center.
- Establish contracts and pricing and ensuring proper maintenance and serving as primary liaison with utilities.
- Manage relationships with key operations vendors.
- Review and approve all operational invoices and ensure they are submitted for payment.
- Serve as primary point of contact when there are customer issues related to equipment quality, customer service, or accidents and mishap on-site.
- Communicate customer issues with operations team and devise ways of improving the customer experience, including resolving problems and complaints
- Work closely with Management team to set and/or implement policies, procedures and systems and to follow through with implementation.
- Communicate all operating policies and/or issues at department meetings

**WORK EXPERIENCE: -3yrs, WORKED AS ASSISTANT ADMIN cum HR OFFICER,
(Welhome Interiors Private Limited, Hyderabad) from (07.04.2014 to 17.02.2017)**

❖ **ROLE AND RESPONSIBILITIES**

- Provide general administrative and clerical support including mailing, scanning, faxing,
- Payment of all sorts of bills.
- Maintain electronic and hard copy filing system.
- Manage calendar for Managing Director.
- Assist in resolving any administrative problems.
- Coordinating with our clients.
- Coordinating with Vendors for Procurement of raw materials.
- Coordinating with Marketing, Accounts, & other (Pantry, Electricians, carpenters etc.) Departments
- Answer calls from customers regarding their inquiries.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Schedule and coordinate meetings, appointments and travel arrangements for Managers.
- Maintain office supplies for department.
- Facility Management, Office Maintenance,
- Petty Cash Management,
- Vendor Management,
- Managing Day to Day operations.
- Responsible for processing bills .
- Responsible to generate invoice

❖ **ROLE & RESPONSIBILITIES AS HR**

- Manage the company HR & Administration related activities.
- Keep track on staff records (On boarding to Exit).
- Maintain the company all legal documents
- Managing grievances or other issues
- Payroll Management
- Nurture a positive working environment
- Manage the recruitment and selection process (Joining formalities.
- Issuing offer letters, Confirmation letters
- Attendance & Leave Management

❖ **WORK EXPERIENCE: - 1 yrs. worked as AREA SALES MANAGER:–NEO PETCON INDIA PVT LTD.
(Delhi and Hyderabad) from (27.05.2013 to 01.03.2014)**

❖ **ROLE AND RESPONSIBILITIES**

- Maintaining and increasing sales of company's products.
- Appointing dealers & distributors for our product.
- Achieve the targets and goals set for my area.
- Setting sales targets for individual reps and team as a whole.
- Allocating areas to sales representatives.
- Attend meetings with higher officials of IOC.
- Monitoring team's performance and motivating them to reach targets.
- Reporting to General Manager.
- Keeping up to date with products and competitors

❖ **WORK EXPERIENCE:** - 1.4 yrs. worked as **RETAIL SHOWROOM CO-ORDINATOR:** - **LAWRENCE AND MAYO OPTICAL** (Ameer pet Branch, Hyderabad) (22.12. 2011 to 01.04.2013)

❖ **ROLE AND RESPONSIBILITIES:-**

- Maintaining and increasing sales of Showroom products.
- Stock tally (Daily , weekly , Monthly)
- Plan Strategies to reach daily sales target in morning meetings.
- Secure merchandise by implementing security systems and measures.
- Maintaining proper stock ratio.
- Proper Display of Showroom Products, i.e. VISUAL MERCHENDIZING.
- Protect employees and customers by providing a safe and clean store environment.
- Preparation of daily Sales Repots
- Proper maintenance of petty Cash.
- Preparing Daily CASH COLLECTION STATEMENTS.

❖ **ACADEMIC QUALIFICATION**

- Post Graduate Diploma in marketing management from Vishwa Vishwani Institute of Systems And Management in 2011.
- Graduation – B.Sc. in phy (Hons) from TMBU,Bihar in 2002-2005.
- 10+2 from Holy Mission High School, Samastipur, in 2001,
- Matriculation – CBSE Board, from Notre Dame Academy in 1999.

❖ **TECHNICAL PROFICIENCY**

- Proficiency in MS Office, and well versed with MS-Excel,Power point presentations ;Outlook etc.
- Proficiency in Tally .

❖ **SUMMER PROJECT DETAILS AS PROFESSIONAL EXPOSURE:**

(Company: HCL Info system Ltd, Begum Pet, Hyderabad)

- **Management Thesis Title:** A study on consumer buying behavior towards HCL ME laptops.
- **Position:** Management Trainee.
- **Job Profile/Responsibility:** I have been assigned the work of market survey along with the promotion of the company.
- **Period of Project:** 45 Days(1st May 2010 to 15th June 2010)

❖ **MY LEARINGS**

- How to Use Company's information effectively for promotion of Laptops.
- Competition between various other companies with HCL.
- Awareness of the Marketing strategies among the different segments of company.
- Confidence and determination towards my work.
- Positive attitude.
- Adaptable & dutiful.

❖ **KEY SKILLS**

- Task management skills
- Good communication & analytical ability

❖ **PERSONAL DETAILS**

Father's Name: Prof. Satish Chandra Sinha
Mother's Name: Late. Mrs. Sunita Sinha
Permanent Address: H.No.771 2nd Floor Gali No.7,
Govindpuri Kalkaji ,
New Delhi -110019

❖ **D.O.B:-02.08.1983**

❖ **Marital status: Unmarried**

❖ **DECLARATION**

I hereby do solemnly affirm that the details furnished above are true to the best of my knowledge.

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(Sourabh Chandra)