

SUDESH KUMAR

R/O Neeli Nala P.O Barolla Teh & Distt. Udhampur (J&K) Email:sudeshkumar6477@gmail.com
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OBJECTIVE:

To join an organization where I can deliver my best efforts, utilizing my Problem Solving & Decision making abilities.

WORK EXPERIENCE: 7 years**Bharti AXA Life Insurance Co Ltd. Since from**

17-07-2020 to 01-04-2021 Location: Jammu KC Plaza

Role: Yodha Relationship Manager Hybrid (YRMH).

Area of work: Hiring of Yodha Officer (Retired Army officials)

Make/ Maintain Good Relationship with the Team ,Customer, Defence Channel relations at the end of the day meet the target of him self and branch.

Future Generali insurance Ltd. Since 18-02-2020 to 14 Jul 2020

- Location : Udhampur (J&K)
- Role : Sales Manager
- Area of work: Hiring of Insurance Manager (IM) for business development, and aware to customers regarding the importance of insurances in our life, prepared a road map for achieving the yearly goal give by respective authorities.

BLS E Solution Pvt. Ltd. Since 04 October 2017 to 31 Dec 2018**Project: E- Governance project under Punjab Govt. (Sewa Kendra)**

- Location : Pathankot Punjab
- Role : Assistant District Manager
- Area of work :

Visit to Sewa Kendra for over all Monitoring, support to Centre Staff for solve the issue related to pendency, technical and other whose hamper our works,

Safexpress Pvt Ltd. – Since 1st September 2015 to 27 of June 2017

- **Project: DDU-GKY, NULM, BOCW**
- Location : Amritsar
- Role : Punjab MIS
- Area of work:



Prepare MIS of all NULM, DDU-GKY, and BOCW project of all Safeducate centre in Punjab state, maintain Proper Documentation, Check Training Quality time to Time Update Result on NULM portal, conduct Assessment of Completed Batches.

- **Project: Udaan**
- *Location : Jammu Division*
- *Role : Jammu Division Representative*
- *Area of work:*

Candidate Counseling, Mobilization of the candidates, Liaison with local administration, District. Level, Block Level, Tehsil level, Panchayat Level & Village Level. Attend mobilization drives organized by National Skills Development Corporation (NSDC) also organize individual drives in rural areas. Preparation of the candidate MIS.

Significant Achievements:

Successfully counseled and mobilized 125 candidates for the Udaan project.

Sahaj e-Village Limited – from 06th Jan 2015 to 24th Aug 2015

- **Project: DDU-GKY**
- *Location: Rajasthan*
- *Role: Sr. Executive*
- **Area of work:**

Area of working in MIS to take the daily basis work report from team and updated in MIS, Create Center and batch on Rajasthan Skills Livelihood Developments Corporation (RSLDC) website, Map and unmapped candidate on MIS portal, generate reports and inform to Management time to time, Manage all over inward and out ward, and find out the requirement on SDC and try to solve it because it's did not affect on project.

Building verification & setup for Skill Development centre(SDC) according to Standard Operating Processors (SOP) norms as per the requirement. Centre verification and inspection of the Skill Development centre(SDC) and find the week point and report the observations about the shortcomings. Submit the report to operations team & prepare the Due Diligence Report (DDR) according to Standard Operating Processors (SOP) norms, and choose those courses to whose is good job exposure at particular place. Check the training and food quality



- *Worked as Sales Officer at HDFC bank sector 12 Noida since August 2014 to 05 Jan 2015.*
- *10 months experience as R& D Section-in-charge in IFA (NC) office, Udhampur (J&K)*
- *6 months experience as Data entry operator in 84 BN BSF Kupwara in (J&K)*

ACADEMIC QUALIFICATION:

- *Bachelor of Tourism Studies from IGNOU in the year 2012.*
- *Senior Secondary Education from JKBOSE in the year 2007.*
- *Secondary Education from JKBOSE in the year 2005.*

TECHNICAL QUALIFICATION:

- *One year Diploma in Computers Applications from ACSA in the year 2007.*

ORGANISATION SKILLS:

- *Leaderships skills*
- *Problem solving*
- *Out of box thinking*
- *Relationship building & interpersonal skills*

Key Strengths:

- *Positive attitude*
- *Commitments towards work*
- *Capable to priorities my work responsibilities*
- *Proficiency in MS-Office*

PERSONAL DETAILS:

Father's Name : Sh. Kartaru
Date of Birth : 29/06/1986
Languages Known : English, Hindi, and Dogri
Permanent Address : RO. Neeli Nala, PO. Barolla,
Tehsil & District Udampur, State Jammu
Kashmir, 182121
Passport No : L3260934

Reference - available on request

