

# CURICULAM VITAE

**Kunal Kumar**  
(Experience 8+ years)

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## Educational Qualification:

Year	Degree	Board/University	Divison
2015	M.S.W.	Allahabad Agriculture deemed university	1 <sup>st</sup> Div
2012	B.Com	AllahabadUniversity	2 <sup>nd</sup> Div
2009	Higher Secondary	I.C.S.E	2 <sup>nd</sup> Div
2007	Secondary	I.C.S.E	1 <sup>st</sup> Div

## Summary:

A Management graduate with B.com and M.S.W in H.R. and Industrial Relations Committed to excellence and 2L (Life-Long Learning) to keep pace with emerging technology and processes to be in a leadership position to enhance the company resources and business. A smart, innovative, resourceful and active professional with pleasant and positive attitude who certainly would bring strength to the team by being naturally trustworthy, dependable – focused, calm and composed in stressful situations.

## Work Experience

**5. Oyo Rooms:- 1 March 2019 to 30 Nov 2020**  
**Worked In Oyo Rooms as Demand Manager at location Varanasi**

### Roles and Responsibilities:

- ❖ Achieving Business Results.
- ❖ Business Development by contracting new clients.
- ❖ Negotiating the terms of an agreement and closing sales.
- ❖ Handling all correspondence and organizing contacts with the potential customers
- ❖ Contact potential clients to understand and quantify their requirements and budgets to prospect for new business
- ❖ Managing key accounts and follow up with them
- ❖ Responsible for achieving the assigned sales and collection target for the respective territory.
- ❖ Maps the territory thoroughly for potential counters and devices strategies to penetrate and develop them.

### **Hotel Yelchiko :- 22<sup>nd</sup> January 2018 to 28 Feb 2019**

**Worked In Hotel Yelchiko as Sales/Operational Manager at location cantonment, Varanasi**

#### **Roles and Responsibilities:**

- ❖ Achieving Business Results.
- ❖ Business Development by contracting new clients.
- ❖ Negotiating the terms of an agreement and closing sales.
- ❖ Handling all correspondence and organizing contacts with the potential customers
- ❖ Contact potential clients to understand and quantify their requirements and budgets to prospect for new business
- ❖ Managing key accounts and follow up with them
- ❖ Responsible for achieving the assigned sales and collection target for the respective territory.
- ❖ Maps the territory thoroughly for potential counters and devices strategies to penetrate and develop them.

### **3. Hotel SGT Plaza :- 1<sup>st</sup> June 2017 to 31 December 2017**

**Worked In Hotel SGT Plaza as Sales Manager at location Sarnath, Varanasi**

#### **Roles and Responsibilities:**

- Maintain knowledge and implement credit policies and procedures of the company.
- Identifying new contacts and developing sales leads.
- Ensuring enquiries become confirmed business.
- Assist with the evaluation of sales and marketing activities .
- Maximize business potential through effective retailing and up selling.
- Access sales & marketing data & anticipate economic business fluctuations and makes action plans
- Proper understanding of new trends, guest needs, competition & business climate for better marketing.
- Debtors follow up.

### **2. SHALIMAR HATCHERIES LIMITED :- 10 July 2014 to 15 March 2017**

**Worked in SHALIMAR as accounts and sales audit.**

#### **Roles and Responsibilities:**

- ❖ Resolving queries regarding Vendor and Payment made to different vendors.
- ❖ Responsible for preparation & authorization of the Purchase Invoices.
- ❖ Responsible for maintaining accounts receivable.
- ❖ Handling petty cash.
- ❖ Responsible for different month end activities.
- ❖ Maintaining payments to suppliers.
- ❖ Maintaining expenses.

**1. Royal Hotel :- 28-July-2012 to 22-June-2014.**  
**Worked in ROYAL HOTEL as Sales Executive at location Allahabad.**

**Roles and Responsibilities:**

- ❖ Conducting and authorizing the weekly payment to vendor.
- ❖ Resolving queries regarding Vendor and Payment made to different vendors.
- ❖ Responsible for preparation & authorization of the Purchase Invoices.
- ❖ Responsible for maintaining accounts receivable.
- ❖ Handling petty cash.
- ❖ Responsible for different month end activities.
- ❖ Maintaining payments to suppliers.
- ❖ Maintaining I expenses.
- ❖ Maintaining records of bill to company.

**Professional Qualification:**

Month/Year	Course	Result(Grade)
Nov'12	Diploma in computer application	`A`

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**SkillsSummary**

**Operating Systems**-Win 98/2000, XP / MS office, Open Office (2.3 & 3.2) & mail - Outlook Express,

- ❖ Office Outlook web Access.
- ❖ Specialized knowledge and experienced in **ERP Oracle& ERP, HASHTECH** (Module - AP, AR, OM, OPM, GL, INV, MIS Report and I Expenses) ,ETC hotelsoft & Aatithya Dataman.
- ❖ Familiar in Legacy System
- ❖ Well working knowledge on tally 9.1 version

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**Key Achievement:**

Designed excel spreadsheet to maintain debtors and brought a refinement in the process of entering transactions in the system.

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### Personal Information

Father's Name	:	Mr. Prabhat Rai
DOB	:	8 <sup>th</sup> Feb 1992
Contact Address	:	N-9/60 janki nagar kakarmatta, Varanasi Uttar Pradesh
Marital Status	:	Single
Gender	:	Male
Nationality	:	Indian
Languages Known	:	English & Hindi