

Sudhir Kumar

ASST. Manager and Administration

Delhi, Delhi

sudhirkumar4943_npx@indeedemail.com

9873542515

More than 11 years of sales and marketing diverse experience in different divisions / departments as an Executive

Assistant/Coordinator, worked with different hierarchical management in different phases of experience.

An effective team player having exceptional planning & execution skills, very systematic in approach and

quick adaptability. Detail oriented, coupled with rich experience and inter-personal abilities.

- Skillful and dedicated Executive Assistant Sales & Marketing coordinator with rich experience .
- Proven track record of accurately completing, reporting, and information management and business development efforts within budget requirements.
- Proficient in Microsoft office system, Microsoft Windows® operating system

Key Responsibilities Area:

- Sales Coordination
- Director's Office Management
- Mail Management
- Follow up & coordination

Work Experience

ASST. Manager and Administration

J J CONSULTANTS PVT LTD - Muzaffarpur, Bihar

2005 to December 2018

Executive -Area Sales Manager

Maxcure Pharmaceutical Ltd

2004 to 2005

Role: PowerPoint Presentation, Marketing Campaigns,

- Develop/fine tune presentations/communication internally our colleague
- Collection, consolidation and analysis of daily and monthly sales Report.
- Record, transcribe & post the Minutes of Executive and other meetings as need
- Organizing and monitoring sales.
- Prepare timely report to enable management to track perform
- Monitor outstanding,
- Organizing Business Meetings, get-together and other recreation activities, interaction with Business Officers
- Making & Execution of contracts related to vendors with whom we are dealing with as and when required.
- Checking the bills of stockiest and helps in processing of the same.

- Coordinating and responding to all requests of internal meetings.

Education

Diploma in Computer Hardworking & Networking

Bokaro Steel City College, Hazaribagh University - Bokaro, Jharkhand

Skills / IT Skills

- EXCEL (Less than 1 year)
- MICROSOFT OUTLOOK (Less than 1 year)
- OUTLOOK (Less than 1 year)
- WORD (Less than 1 year)

Additional Information

IT Skills

- Proficient in Excel, Power Point, Microsoft Outlook & Internet.
- Diploma in Computer (Ms-Office - Word, Excel, Power Point, etc.)