

SUMIT MALAKAR

🏠 12, Geeta Colony, Delhi-31

✉️ sumitmalakar1988@gmail.com

☎️ +91-8800328005, 8920448049

JOB OBJECTIVE

Seeking a challenging career that utilizes my skills across any sector, enriches my knowledge & gives me a chance to be part of team that contributes towards the growth of an organization, thereby yielding the twin benefits of job satisfaction & convenient professional growth

PROFILE SUMMARY

- **Qualified B.A. (Programming) from Delhi University, Delhi**
- Proficient in writing for **Print, Radio & Television Media**
- Focused & goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality results
- Abilities in handling multiple priorities with a genuine interest in personal & professional development
- Quick learner & highly energetic with a keen aptitude for learning and applying new knowledge resourcefully
- Team player with strong communication, analytical, presentation and organizational skills
- Good & Effective Management Skills.

Experience

Dharampal & Satyapal Pvt. Ltd. (DS Group) *(Duration: - Dec 2016 to February 2020)*

• **Job Profile: Assistant Store Manager.**

Job Responsibilities – Assisting the manager, attracting customer by ensuring proper display of the stock, responsibility for handling all the customer inquiry, communication with the warehouse team for receiving of the products, preparing daily & monthly report of sales, team handling, maintaining a save and clean store environment.

Besto Dry Fruits Trading. *(Duration: - Feb 2013 to October 2016)*

• **Job Profile: Senior Sales Associate/Operation Executive**

Job Responsibilities – Responding to the clients queries, Offering advice and introducing New products, Demonstrating / presenting products.
Mentored and developed staff as a team leader.

Limetray *(Duration: - 2012 to Dec 2012)*

• **Job Profile: Sales Associate**

Job Responsibilities – Answering Emails, Marketing through Social Media, presenting companies' Services to the clients through calling and meeting.

Key skills & Competencies

- Conversant with **Microsoft Office (Word, PowerPoint & Excel)** and Internet Applications
- Well versed in Adobe Software's (Adobe Photoshop, Illustrator & InDesign)
- Ability to impact sales through counselling, communication & influencing other to accomplish desired outcomes.
- Researching, developing & executing new product launches.
- Preparing call reports & monthly business reports with sufficient details & in a timely manner.

EDUCATION

2012	Advertising & Mass communication
2010	B.A. (Programming) from D.U., Delhi
2006	12 th from C.B.S.E. Board, Delhi
2004	10 th from C.B.S.E. Board, Delhi

PERSONAL DETAILS

Father's Name:	Jayanta Malakar
Date of Birth:	6 th March 1988
Languages Known:	English, Hindi and Bengali