RESUME

**Vikash Kumar**

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## CAREER OBJECTIVE

To work In a challenging position for an esteemed organization that provides the best opportunities to utilize my talent and skills for professional and personal development

**EXECUTIVE SYNOPSIS**

* Worked as an assistant manager- sales & marketing in Amrapali Group from June 2005 to March 2018.
* Paramount group of construction company from April 2018 to April 2019.
* Responsible for handling all customers' sales related duties.
* Looking after sales, payment, loan related issues.

## Key Responsibilities

* Responsible for handling CRM related tasks.
* Looking after customer payment issues.
* Looking after bank loan follow up.
* Preparing daily collection report of maintenance.
* Resolving demand related issues.
* Looking after recovery & sales.
* Maintaining quality services for better customer satisfaction.
* Provide feedback to different department on customer complaints or any other issues that may affect customer expectations.

**CAREER HIGHLIGHTS**

**Key skills**

* Proficient in dealing with the clients, understand their problem and provide solution for the same.
* Sense of responsibility, optimism, patience & ability to work in team.
* Positive thinker and problem solving attitude.
* Dedicated and punctual towards work assigned.

**IT Skills**

* Knowledge of 4QT software.
* Proficient in (MS Word, MS Excel, MS Power point).
* Knowledge of working on far vision software.
* Specialist in computer typing (English).

**EDUCATION & CREDENTIALS**

**Professional qualification**

Bachelor of Science (Chemistry Hons.) from Magadh University, India

**PERSONAL DETAILS**

**Date of Birth :-** 30th May, 1976

**Marital Status :-** Married

**Father's Name :-** Sri Baliram Singh

**Date : (Vikas Kumar)**