

# RESUME

**SUNIL KUMAR DAKUA**  
**S/o DAYANIDHI DAKUA,**  
**AT: RENJAR BANGALA STREET,**  
**KODALA, GANJAM - 761032**  
**ODISHA, INDIA**

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## ACADEMIC PROFILE:

A challenging determine Master of Business Administration with good communication skills, and ready to work both independently and as a number of team, utilizing the skills acquired during my course and my experience .

## CAREER OBJECTIVE:

Intend to build career with leading corporate of hi-tech environment with committed and dedicated team, which will help me to explore my self fully and realize my potential willing to work as a key player in challenging and creative environment.

## WORK EXPERIANCE:

Company Name	: Kallam Textiles Limited
Designation	: Marketing Executive
Period	: From Feb 2016 to till to date
Nature of Work	: Export Documentation (Local and Export)

### Job profile & Responsibilities:

- >Getting order confirmations from buyers (Local & Overseas)
- >Preparing Sale orders as per requirement and procure the same as per company standards.
- >Getting LC's and prepares the analysis LC terms & conditions.
- >Manage to production team to ship goods with in time period as per LC conditions.
- >Shipment Planning and contact to logistics to place containers. Preparing documents before & after shipment.
- >Preparing Negotiation documents to discount bills at negotiation bank and getting acceptance from applicant to credit amount.
- >Preparing quarter wise sale register along with related statements, and file the returns with accountant.
- >Contact to bankers for credit proceedings & Payments.
- >Preparing purchase orders as per requirements and getting quotations from suppliers and getting approval from management.
- >Arranging LC's for importing spare parts & Machinery and getting acceptance from suppliers and do transmit form bank to beneficiary's bank.
- >Contact to suppliers to get the shipment schedule and delivery.
- >Opting clearing agent to clear import consignments at customs and arranging original shipment documents for clearance process.
- >Contact to Bank to remit value after receiving the shipment as per LC terms.

## SOFT WARE EXPOSURE :

Operating System : **Windows 9x/ 2000, Xp, 2007, 10**  
Packages : **MS-Office, Power Point**  
Accounts Packages : **Views, Tally, ERP**

## ACADEMIC QUALIFICATION:

- ❖ 2009-2011 B.COM. from R.C.M Scince College,Khallikote Ganjam,Odisha (Affiliated to Berhampur University)
- ❖ 2007-2008 –I.COM from L.N.Degree College, Kodala, Ganjam,Odisha (Affiliated to Board of Secondary Education).
- ❖ 2006-2006 April-H.S.C. from S.M High School, Kodala, Ganjam

## PERSONAL PROFILE:

Name	: <b>SUNIL KUMAR DAKUA</b>
Father's Name	: Dayanidhi Dakua,
Date of Birth	: 7 <sup>TH</sup> October 1991,
Sex	: Male
Martial Status	: Single,
Languages	: Odia ,Hindi English, Telugu,
Nationality	: Indian,
Permanent Address	: At-Renjar Bangala Street, Kodala Ganjamr-761032, Odisha, India

## PERSONAL STRENGTHS:

Goal Oriented  
Dynamic and Hard Working  
Good in Team Work  
Good in Interpersonal Relationship and communication skills.

## DERCLARATION:

I consider myself familiar with Master of Business Administration aspects. I am also confidence of my ability to work in a team.

I hereby declare that the information furnished above is true and to the best of my knowledge.

Date: 11.12.2021

Place:Kodala

(Expected salary Rs.25000/- per Month)

**(SUNIL KUMAR DAKUA)**