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**Sunil Binwal**

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**CAREER OBJECTIVE**

To take up challenging career and grow consistently along with an organization that nurtures professional growth rewards innovation, and values integrity and hard work.

**PROFESSIONAL SKILLS**

* Equally effective working in self-managed projects or as a team member.
* Outstanding skills in developing long term relationship with client by providing excellent customer service.
* Ability to adapt quickly to challenges and changing environment.
* Quick Learner with an ability to implement new skills effectively.
* Enthusiastic, creative, and willing to assume increased responsibility.

**WORK EXPERINCE:**

**Team Leader- Operations & Sales**

**Company:** Housing.com (Locon Solutions Pvt. Ltd)

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|  | **Feb, 2015 – Till date** |
| Ensuring that staff are motivated, monitored and measured in line with company targets and performance standards. Responsible for making sure that any gaps in performance or quality are quickly identified and addressed. Producing accurate reports on team performance for senior managers.  **Responsibilities :**   * Preparing daily workloads for staff & co-ordinating the daily allocation of work. * Motivating the team to achieve high standards and KPI targets. * Handling new client inquiries and acting as the face of the business * Dealing with and resolving problems and issues which arise. * Working with the sales and marketing team to drive sales forward. * Mentoring and training up junior and new staff * Monitoring & reporting on standards & performance targets. * Arranging & chairing weekly team meetings, focusing on targets & achievements. * Implementing new initiatives * Involved in the recruitment of new staff * Praise team members and creates a positive working environment. * Ensuring all administrative and IT records are entered and updated correctly. * Providing prompt and accurate information on individual performance. | |

**Operations Incharge**

**Company:** Virtual Infotechnology Pvt. Ltd

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|  | **Sep, 2013 – Feb 2015** |
| **Responsibilities :**   * Responsible for the technical and operation work for the company for various Electronics security systems such as IP and analogy CCTV systems, Access control system, Fire alarm and detection, GPS vehicle tracking and lobby management system. * Coordinate with clients and attend meetings to understand client needs. Suggest on effectively managing the security of the site. * Conducts site inspections and prepare cost estimate, proposals. * Coordinate with both internal and external resources to ensure timely delivery and completion of projects, processing payments and Invoices. * Maintaining contract files and using them for reference for the future. * Identifying potential suppliers, manufacturers, relevant internal department &customers. * Attends all type of Client complaints for under warranty products. * Responsible for entire store operation and documentation. * Acted as liaison between Clients and the technical team to facilitate coordination and handling complaints of equipment failure and undertake installation and repairs activities * Update the organization about the novel techniques and procedures introduced concerning CCTV operations. * Work out the Promotional plans, events and Marketing strategies along with marketing. | |

**Store Officer / Account Executive**

**Company:** Virtual Infotechnology Pvt. Ltd

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|  | **July, 2012 – Aug 2013** |
| **Responsibilities :**   * Responsible for the entire Operation, Inventory control, Cash management, Store Administration etc. * In charge for issue, receipts, documentation, warehousing, inventory, stocking and making computerized entries for the related items. Maintain inward and outward on daily basis. * Take stock on monthly basis and reconcile the same. Inform the office about new stock. * Liaising between suppliers, manufactures, relevant internal departments and customers. * Keep track of physical stock and tally with computer records. * Identifying potential suppliers, visiting existing suppliers, building and maintaining good relationship with them. * Physical management and proper upkeep of stock material stores. * Taking preventive measures for the safety of stocked goods. * Conduct periodic cyclic checks and stock reconciliation. * Generate daily monthly stock reports as requested by the management. * Ensure proper Documentation and process discipline among team. * Training and supervising * Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels. | |

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| **ACHIEVEMENTS & ACTIVITIES:**   * Received two times Pat on Back by Manager for handling maximum no. of Client Complaints with 100 % SLA. * Received 2 promotions in 2 year work span (Virtual Info-technology Pvt.Ltd).   **EDUCATION QUALIFICATION:**   * Pursuing Bachelor Degree in Commerce (B.Com honors), Dr. C.V Raman University. * 3 Years Diploma in Computer Application, B.S.F Polytechnic, S.T.S Tigiri. * 12th Pass from C.B.S.E Board Delhi.   **PROFESSIONAL QUALIFICATIONS:**   * Basic knowledge of computer ( MS Word, MS Excel, MS Power point) * Bar-coding system.   **PERSONAL PROFILE:**    Father’s Name : Sh. Bhairav Dutt Binwal  Date of Birth : 2nd March, 1992  Marital Status : Single  Language Known : English & Hindi  Hobbies : Listening to Music, Singing& Reading Books.  **Place: New Delhi**  **Date: (SUNIL BINWAL)** |
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