curriculum vitae

H.NO394, SOLANKI MOHALLA **DURGESH KUMAR**

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### **Objective**

Aspiring to seek a position to apply my knowledge, skills and abilities in the Industry, which offers Professional growth while being resourceful, innovative and flexible.

### **Profile**

Executive Assistant to CEO/MD

*Seeking Opportunities in Leading Corporate Sector across Industry of Repute*

* Energetic and business savvy professional with cross functional exposure to the entire spectrum of activities like Project Management, Facility Management, Market Research, Brand Promotion, Strategy Formulation, Conceptualization, Execution Plan Development, Clientele Interaction and Coordination etc.
* Working closely with the Top Management i.e. **CEO/MD** of the organization **for the last 03 & half years**.
* Dimensions of assistance to **CEO/MD** of the organization include conceptualization and execution plan development, overall internal and external management related to the projects, business analysis, primary and secondary research, presentation, corporate and strategic planning, budgetary planning, logistic analysis, project implementation, overall coordination and administration.
* Interaction with other senior level professionals like Executive Director, Vice-President, Sectorial Specialist, COO, Senior Advisors etc on project related issues.
* Self motivated and goal-oriented professional with a high degree of flexibility, creativity, resourcefulness, decision making, commitment and optimism.
* Excellent communication skills - verbal as well as written, coupled with report writing and presentation skills with the ability to perform above expectations.

### **WORK EXPERIENCE**

## PROFESSIONAL EXPERIENCE

SAPPHIRE EXIM SERVICES PVT LTD**.**

**Executive Assistant to Chairman & Managing Director August’14 – Till date**

**Sapphire Exim services pvt ltd.** is a leading business entity it is the division of Optiemus Infracom Ltd which has different division like Optiemus (molife ),GDN ENTERPRISES PVT lTD, Brindavan Enterprises Pvt. Ltd and so on. In addition to this, this company has main role in import and Export customs clearance which includes - filing of import documents electronically, Bill of Entry, IGM and Line number, Documentation in import clearance, Examination procedures of imported goods, value appraisement / assessment procedures under import clearance, Import Pass Out procedures, Delivery order by carrier and supply chain management etc.

**Roles and Responsibilities:**

**A. Strategic Planning & Analysis**

* Designing framework for setting up the business targets and implementation methodology in consultation with the senior management for different zones
* Collection and analysis of the relevant business data through different dimensions of research.
* MIS & other report preparation for the top management and making presentation in PPT.
* Assisting the management in periodic business review (quantitative & qualitative)
* Ensuring compliances of CMD/management’s instruction.

**B. General Management**

* Drafting letters/ emails on behalf of management, Minutes of Meeting, screening the telephone calls etc.
* Monitoring of travel arrangement, Hotels, seminars, conferences etc.
* Managing the heavy calendar of CMD, record of the contact details etc.
* Coordination with different internal and external department heads and their multi-disciplinary team.
* **Prioritizing and managing multiple projects/tasks simultaneously and follow** through **on issues in a timely manner.**

## AXIS BANK LTD Sep’12 – August’14

Business Development Executive

* Provide him better option for trading & investment.
* Solve the entire query related to Bank.
* Fixed deposit, life insurance, general insurance, mutual fund.
* To meet customers and open their bank accounts i.e. (Saving Accounts, Current Account, Fixed deposit, D-mat, Accounts)
* Maintaining customer relations and direct marketing

### **Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Name of Exam. | Institution | Percentage/CGPA |
| 2013 | MBA(Marketing) | NIMES INSTITUTE ,DELHI | 68% |
| 2012 | B .Tech(IT) | IITT COLLEGE OF ENG. ,HIMACHAL PRADESH | 70% |
| 2008 | 10+2 | GYAN BHARTI RESIDENTAL COMPLEX SCHOOL ,BIHAR | 59% |
| 2006 | A.I.S.S.C.E(Sc.) | PARTIBA PALLVAN PUBLIC SCHOOL ,BIHAR | 70% |

### **Computer Proficiency**

* **Programming languages:** Overview of C,C++,Java
* **Operating System:** Windows, DOS
* **Tools:** MS Word, MS Excel, MS Power Point, MS Outlook, Internet Surfing etc.

### **Extra Curricular Activities**

* Active member of singing group at school and college level.
* Participated various seminars on computer technology.

### **Other Abilities**

Possess potentials to express convincingly both in writing and orally. Guts to turn all assignment in positive at ease in the minimum of time. Know how to acclimatize in every environment.

### **Personal Details**

Father‘s Name : Shri Shtrughan Prasad

Date of Birth: 18th April 1991

Marital Status: Single

Nationality: Indian

Language Known: English & Hindi.

Hobbies: playing chess and watching movies

### **AVAILABILITY** / PREFERENCES:-

* Preferred Location : Anywhere in India
* Availability Status: 30 days

#### Will consider travel 91-100% of the time

* Will consider relocation

***Date :***

*Place : New Delhi*

**DURGESH KUMAR**