

# RAKESH KUMAR ROY

F-89/3, West Vinod Nagar, Delhi-110092

Mob.8588867455/7838361686 Email: [rakeshkumarocpl@gmail.com](mailto:rakeshkumarocpl@gmail.com)

Passport No.T2592891

## CAREER OBJECTIVE

Looking to work long-term with a progressive and professionally managed organization in a challenging, competitive and rewarding environment that challenges my intellect offers a significant amount of diversity and satisfies my desire to learn constantly.

## WORKING EXPERIENCES

Presently working with M/s. Osgan Consultants Pvt. Ltd. as a **Computer operator/ Data entry operator cum Backend Manager** since November-2012

### JOB RESPONSIBILITIES:-

- ✓ Preparing Invoice/ letter & other documents of Company on monthly or daily basis.
- ✓ Co-ordination with clients/vendors & resolve out their queries.
- ✓ Research market and making purchase order/sales order from the different vendors and finalisation of products as per company requirements.
- ✓ Making daily MIS related to work report of company.
- ✓ Research tenders related to our company products/services and file accordingly.
- ✓ Preparing expenses sheet of the company & personal etc.
- ✓ Drafting of application and profile of company and other related work. Like drafting Board Resolutions, Partnership Deed, and Agreements etc.
- ✓ Sending Email/SMS to our clients, organizing various types of conference, seminar for the clients.
- ✓ Apart from this I do multipurpose work like, typing work, finding data and other online streaming work.

### LIC of India

I have worked with **LIC of India** as Sales Advisor from Jan-2012 to November 2012.

### JOB RESPONSIBILITIES:-

- ✓ Make outgoing calls to convince the Customers to sale our products.

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- ✓ Meeting & Coordination with various clients and operation for solve out their queries.
  - ✓ Receiving the customer calls and resolve their problems.
  - ✓ Drafting email clients with updated information and reply.
  - ✓ Making daily reports/sheet in excel and present before MD.

## **M/s. Mas Callnet India Pvt. Ltd.(DSA of Vodafone Essar Ltd.) as SEO**

### **JOB RESPONSIBILITIES:-**

- ✓ Worked as SEO (Sales Executive Officer) at Vodafone and sale the products like simcards, broadband and related products etc.
- ✓ Online filling Customer details like, Name, Address, Mobile No. And other details in CRM software.
- ✓ Co-ordination with Clients and solve their queries.
- ✓ Filling Customer Agreement Form (CAF) and discussing with clients related to Vodafone service
- ✓ Drafting email clients with updated information and reply.
- ✓ Was handling team and Making MIS of Company on monthly basis.

### **ACADEMIC CREDENTIALS**

- ✓ Doing BA from IGNOU (2<sup>nd</sup> Year)
- ✓ 12th Passed From C.B.S.E Board Delhi in 2009.
- ✓ 10th Passed From Bihar Board Delhi in 2007.

### **COMPUTER PROFICIENCY**

- ✓ DCA (Diploma in computer Application ) from Delhi
- ✓ Well versed in Computer MS Word, Excel, Power Point, Internet, java, ps etc

### **STRENGTHS**

- ✓ Ability to learn new concept quickly and to apply those concepts in real scenario to get the expected results.
- ✓ Ability to work with people within the group with effective co-ordination.

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## PERSONAL DETAILS

Name:	: Rakesh Kumar Roy
D.O.B	: 06-02-1991
Father's Name	: Late Sh. Jay lal Roy
Marital status	: Married
Height	: 5 ft 6"
Language known	: English & Hindi
Religion	: Hindu
Hobbies	: Listening soft music & travelling

## DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place:- New Delhi

Date:

(RAKESH KUMAR ROY)