**CURRICULUM VITAE**

**Sudesh**

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New Delhi 110019

**CAREER OBJECTIVE:**

Willing to work in a challenging position with a growing Organization where I can utilize my technical and interpersonal skills to serve the organization and enhanced the same.

**QUALIFICATIONS:**

* Post Graduate (2018-2020) From IGNOU Deshbandhu collage
* Graduate (2014-2017) From Delhi University south campus
* **XIIth** (2013-2014) From G.B.S.S School, C.R Park, New Delhi.
* **Xth** (2011-2012)From G.B.S.School,D.D.A Flats Kalkaji, N.D

**WORK EXPIRIENCE:**

***Organization : Parth International***

***Designation : Office In-charge***

***Duration : July 2020 and continuing***

***Roles:***

* Price fixing for the raw materials and finished goods for exporting.
* Market analysis of different products like Brass, Incense Sticks, Perfumes etc.
* Managing the team of supervisors for day-to-day activities.
* Maintaining the day-to-day Office activities like petty cash/ vouchers, billing etc.
* Handling and updating the stocks according to the export requirements.
* Container loading and un-loading for exporting the different products which includes labour management.
* Salary management of supervisors and the other subordinates.
* Training the newly hired.
* Quality check and controlling of the finished good or ready to export goods.

***Organization : Kalyan Jewellers India Ltd***

***Designation : Sales Executive***

***Duration : July 2019 to Feb 2020***

***Roles:***

* Create new sales leads and follow ups with the customer.
* Setting up meetings with clients and listening to their wishes and concerns
* Organising sales visits.
* Visiting different clients for sales.

***Organization : P-plus Facility Management Services Pvt Ltd***

*(On behalf of IRCTC)*

***Designation : Accounts executive***

***Duration : August 2017 to Feb 2019***

***Roles:***

* Salary managements of subordinates.
* Price fixing with dealers for different products.
* Train pantry inspections.
* Supply chart management.
* Billing management.
* Cash inflow and outflow management.

***Organization : Parth International***

***Designation : Supervisor***

***Duration : April 2015 to July 2017***

**Roles:**

* Quality checking and packing of wooden boxes.
* Management of export services.
* Inventory management.
* Supervising the subordinates in the day to day work.
* Maintaining the roster and the salary of the subordinates.

**PERSONAL DETAILS:**

***Date of birth*** : *1st December, 1993*

***Languages known*** : *Hindi and English*

***Marital status*** : *Single*

***Father’s Name :*** *Mr. Surendra Kumar*

**TECHNICAL SKILLS:**

* Advance Diploma in Computer Application. (2014)
* Proficient knowledge of MS Office.

**INTERESTS AND HOBBIES:**

Indoor games, Chess, Reading Books.

**DECLEARATION:**

I, Sudesh hereby declare that the information given above is true to the best of my knowledge.

Date:

Place:

(Sudesh)