**CURRICULUM VITAE**

****

**KISHOR**

[**KISHOR.336448@2freemail.comn**](mailto:KISHOR.336448@2freemail.comn)

|  |
| --- |
| **Career Objective** |

To secure a challenging position where I can effectively exercise my technical and interpersonal skills and benefit your esteemed organization in our best mutual interest. I have passion, motivation, and I will work hard to keep my position. I’ll grow with the company and learn more to grow in each level I reach in the company.

|  |
| --- |
| **Professional Experience** |

**MULTIPLEX INTERNATIONAL LLC TECOM DUBAI (COSMETICS COMP) Apr 2016 – Present**

**Sales Coordinator (Administrative)**

* Managing all the sales related activity of the company. And Tracking sales orders to ensure that they are scheduled and sent out on time.
* Writing up accurate and grammatically correct sales correspondence.
* Effectively communicating with customers in a professional and friendly manner. Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
* Ordering and ensuring the delivery of goods to customers.
* Supporting the field sales team.
* Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
* Contacting potential customers to arrange appointments and Making follow-up calls to confirm sales orders or delivery dates.
* Speaking with customers using professional language. Resolving any sales related issues with customers.

**LTC International LLC, Dubai -UAE (A Lalsgroup Company) Jan 2014 – Feb 2016**

**Computer Operator (EDP):**

* Follow up the daily customer order from the mail and order processing in ERP.
* Updating customer order details to sales teams and accounting team.
* Reporting to team leader about the customer order issues, delivery issues, payment issues and etc.
* Coordinating with sales executive and accountant about the upcoming promotions and new listing products.
* Informing to warehouse in charge to follow the supplying product packing and delivery dates.

**Reliance Insurance PVT Ltd, Hyderabad–India Aug 2012 – Oct 2013**

**Administrative Assistant:**

* Performs other related administrative support duties as requested.
* Collecting full and clear details of customers and saving in company database and effectively manages deadlines.
* Generates and formats standard legal documents and preparing daily report of claimed items and securing those documents safely.
* Ensuring that submitting the daily report of insurance claimed details to manager.
* Updating new schemes and offers to executive team. And coordinating with executive team.
* Multitasking, documentation and answering to calls.

|  |
| --- |
| **Core Competencies** |

\*Office administration \*Process improvement \*Accounting \*Consulting

\*Customer service \*Technical support \*Reports analyzing

|  |
| --- |
| **Education** |

**BSC (MATHEMATICAL AND COMPUTER SCIENS) 2009–2012**

KAKATIYA UNIVERCITY (Ramakrishna Degree &PG Collage) AGGREGATE: 60%

**Board of Intermediate (math’s, physics & chemistry) 2007-2009**

Vidyarthi Junior college, Korutla AGGREGATE: 69%

**Board of Secondary Education (SSC) 2006-2007**

Siddhartha High School, Korutla AGGREGATE: 73%

|  |
| --- |
| **Software Skills** |

**Operating System** : All Window Families

**Packages & tool kits :** MS-Office, D.T.P

**Others** : Photoshop, Typing

**ERP Tools** : Microsoft Navision, Real Soft, Epicor

|  |
| --- |
| **Personal Profile** |

**Visa Details :** Employee Visa (Exp.2016-01-23)-Releasable

**Date of Birth :** 06/04/1992

**Gender :** Male

**Nationality : Indian**

**Language Known :** English and Hindi

**Interests** : Cricket, Music, Hacking

**Marital Status** : Single

.

|  |
| --- |
| **Declaration** |

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.