**SUMIT**

Sumit-392874@2freemail.com

Solutions oriented professional eager to apply having eight years of work experience and desiring to launch a successful career with an organization that will capitalize on administrative, leadership and managerial talents while offering opportunities for ongoing professional growth in exchange for a solid work ethic, integrity, and commitment to superior performance.

# EDUCATIONALQUALIFICATIONS

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| --- | --- | --- | --- |
| **Course** | **Name of the Institution** | **Passed Year** | **Performance** |
| 1. School Leaving Certificate (Year 10) | Pashupati Mitra Higher Secondary School | 2008 | 2nd Division |

**SKILLS SUMMARY**

* Great Communication and Team management
* Project Management and Problem Solving
* Work under Pressure, Leadership ability and Adaptability
* Time Management and Conflict Resolution
* Microsoft Office Suite

# WORK EXPERIENCE

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| **NAME OF THE****ORGANIZATION** | **Job Role and Description** | **DurationandYear** |
| Al Ain Zoo – EmiratesGateways Security Service | I am currently working as a security guard since 25thJune 2018 in Al Ain Zoo – EmiratesGateways Security Service. My job responsibilities are Securing the premises and personallypatrolling the property,monitoring the surveillance equipment,inspecting buildings, equipment and access points, analysing access controls and CCTV monitoring. | June 2018 - Present |
| Jabson Foods |  I have worked as an Area Sales Manager in Jabson Foods since Jan 2014. I was assigned to maintain and increase sales of the company’s products. I had to recruit and train sales staff as per the company’s need and allocate the areas to the sales representatives. I got a wonderful exposure to Fast Moving Consumer Goods sector and got an opportunity to learn so much working in this industry. | Jan 2014 – Feb 2015 |
| Micro Labs Pvt Ltd | IhaveworkedinMicro Labs Pvt Ltd since2009 asa Medical Sales Representative.Myjobrolewas organising appointments and meetings with doctors, demonstrating or presenting products to doctors, nurses and pharmacists, attending and organising trade exhibitions, conference and meetings and maintain detailed records and managing budgets. | 2009 - 2014 |

# PERSONAL INTERESTS

* Sports andMusic
* Travelling andexploring
* Watchingdocumentaries
* Volunteering SocialActivities

# REFERENCES

Supplied upon request