

# CURRICULAM VITAE

**Kamal Kishore Sharma**

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## Career Objective

With over 13 years of experience in administrative jobs, I would like to seek more responsibilities where I can demonstrate my keen analytical ability as well as my leadership qualities. I am well versed in all aspects of human resources, administration and finance from my past experiences. I would like to try new avenues where this knowledge can be taken forward and will result in a mutually benefiting relationship.

## INDUSTRIAL EXPOSURE

### Work experience

Join Piramal group as a Assistant Manager Administration. (Jan-22 till continue).

Looking North Bihar Region of 16 district of Bihar.

**Key Skills-** Office management, Procurement, Team management, vendor management, transport management, hospitality management, Facility management, Housekeeping management, Security management, Marketing, Purchasing, Mis, Petty cash management.

Working as a Assistant manager marketing at International School Of Management (ISM-PATNA SEP 2020-Dec 2022)

1. Co-ordination with media consultant media, made ro for advertisement purpose.
2. Drcc coordination with students.
3. Prepare admission letter for students
4. Prepare bill for SnapClick
5. Coordination with college campus when needed
6. Purchasing stationary for college and office
7. Maintain students record as wel as consultant file
8. Send press release to media consultant for event advertisement in newspaper
9. Coordination with it assets.
10. Counseling to students and convert them in admission.
11. Canopy activity time to time

**Worked as a area manager in litians classes.looking operational,sales& marketing.**  
**Mahendra educational pvt ltd.**

CENTRE OPERATIONS/ ADMINISTRATION/ MARKETING / & TRAINING

1. Oversees daily center operations and coordinates center activities through assigned staff; prioritizes delegates work activities.
2. Prepares and monitors budget for the Center and research, executive or student education projects
3. Designs, develops and recommends new programs, projects and activities relating to research, executive or student education
4. Confers with and advises staff, students and others to provide technical advice, problem solving assistance, answers to questions and center goals and policy interpretations
5. Recruits center participants and members utilizing most appropriate promotional or marketing methods, such as individual letters, brochures or presentations at meetings.

### **Knowledge, Skills and Abilities**

1. Knowledge of issues pertaining to area of assignments.
2. Knowledge of budgeting and accounting principles.
3. Knowledge of organizational practices.
4. Knowledge of supervisory practices and principles.
5. Skill in budget preparation and forecasting.
6. Skill in both verbal and written communication.
7. Skill in coordinating and prioritizing work and activities of self and others.

### **Raligare(BPO) Ltd as Team Leader Jan 2010 to July 2010 BRANCH**

OPERATIONS/ ADMINISTRATION/ BUSINESS DEVELOPEMENT

#### **Business Development:**

1. Analyzing business potential, conceptualizing executing strategies to drive sales, augment turnover and achieving desired targets.
2. Monitoring competitor activities and devising effective counter measures; identifying, qualifying and pursuing business opportunities through market surveys.
3. Initiating contact with potential customers for developing leads, & selling products and identifying new market segments and tapping profitable business opportunities.
4. Taking care of the sales & marketing operations with focus on achieving sales growth; conducting competitor analysis by constantly keeping abreast of market trends and achieving market share metrics.
5. Promoting new products, ensuring their availability, distribution & market development.
6. Using sales forecasting to ensure the sale & profitability of products; analyzing business developments & monitoring market trends.

#### **Team Management:**

1. Managing & Training of sales teams, Business Managers etc.
2. Creating an environment that sustains and encourages high performance.
3. Motivating teams in optimizing their contribution levels.

#### **Administration Operations:**

1. Handling all office administration, infrastructure, coordination & supervision of the activities. Correspondence, filing & record keeping.
2. Taking care of the day to day admin activities of the Branch
3. Responsible for Planning, organizing, directing and controlling the Operations for Branch
4. Preparation of consolidate administration related reports

Mahendra Educational Pvt. Ltd. as Office coordinator:- 9<sup>th</sup> Sep 2010 to Dec 2012.

Mahendra Educational Pvt. Ltd. as Assistant Manager:- Dec 2012 to March 2014.

Mahendra Educational Pvt. Ltd. as Deputy Manager:- April 2014 to Sep 2016

**Mahendra Educational Pvt. Ltd. as Centre Manager:-from Oct 2016 Dec 20219.**

**Job Responsibilities:**

- Handling all office administration, infrastructure, coordination & supervision of the activities. Correspondence, filling & record keeping.
- Taking care of the day to day admin activities of the Branch
- Responsible for Planning, organizing, directing and controlling the Operations for Branch ○ Preparation of consolidate administration related reports
- Maintaining Daily MIS
- Daily Banking & Petty cash Management
- Housekeeping: supervising the housekeeping operations
- Coordinate with vendors and resolving the same
- Faculty/Batch Scheduling
- Monitoring staff activity for performance and efficiency.
- Performance appraisals of administrative and academic staffs.
- Manage all administrative and academic related activities and tasks.

**Training and Development**

- To identify the training needs of the employees and coordinating with Head of the department for the same.
- Coordinating with the departmental heads to get feedback of employee's performance in connection with increments and promotions

**Key skills**

- Excellent mobilizing abilities.

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- Excellent Sales abilities.

**PROFESSIONAL QUALIFICATIONS**

2023 – 2025 PGDM (HR& Marketing ) from SNB College of pharmacy and management

**ACADEMIC QUALIFICATIONS**

2003-2007 Bachelor of Arts from JP University Chhapra (Bihar)

2001 12<sup>th</sup> from BIEC, Patna, (Bihar)

1999 10<sup>th</sup> from BSE Board, Patna, (Bihar)

**COMPUTER PROFICIENCY**

- MS Office, Internet

**EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENT**

- Got Best Employee of the year Award by Mahendra Educational Pvt. Ltd in 2011.
- Got another award of Best Assistant Manager in 2012.

**PERSONAL DETAILS**

Father’s Name : Sri Haridwar Sharma

Date of Birth : 23<sup>rd</sup> Nov, 1988

Hobbies : Listening to music, Watching and playing Cricket.

Marital Status : Married

Languages Known : English, Hindi

**(Kamal Kishore Sharma)**