

MANISH KUMAR

CAREER OBJECTIVE

To be an active employee who contributes to the Mission, Vision, and Values of the company, and to interact, on a professional level with other employees. To give excellent performance, and to translate my experience, knowledge, skills and abilities into value for the organization.

WORK EXPERIENCE

- I. Organization : **SHRIRAM CONSTRUCTIONS**
 Designation : Project Manager (Accounts & Operations)
 Duration : Since Oct 2019 till date

REPORTING HEAD: PROPRIETOR

KEY RESPONSIBILITIES:

- Working on Government Projects for development of various works.
- Coordinating with Department Engineers and other Officials for various liaising between company and department.
- Managing all accounting of the project.
- Looking after all Admin Purchases and Materials required for our under-construction sites.
- Managing bills and vendor payments, labour payments and staff salary.
- Getting various reports prepared as and when required.

- II. Organization : **SHINE CITY GROUP (SHINE CITY INFRA PROJECT PRIVATE LIMITED)**
 Designation : General Manager (Operations & Marketing)
 Duration : Since Mar 2015 till Sept. 2019

REPORTING HEAD: CHAIRMAN & MANAGING DIRECTOR (CMD)

KEY RESPONSIBILITIES:

- Responsible for all pre and post sales services to all Clients & Associates.
- Managing the Accounts department and its day to day working.
- Keeping a track of Banking of various accounts of Company with various banks.
- Managing timely bill payments and collection from the market.
- Ensure timely submission of PDCs, with the Company, in the Bank.
- Handling a team of Relationship Managers, Service Managers & a sales force of 1000+ Leaders having a team thousands of Associates under them.
- Working on EMI and Defaulters of various sites and regular follow-ups from all clients to regularize their EMIs and payments.
- Coordinating with the Architect and Site Contractor as and when required regarding Maps and Development at Sites.
- Getting various reports prepared as and when required by the management.
- Meeting various clients and associates daily visiting office with their queries.

III. Organization : **EVA GROUP OF COMPANIES**
 Designation : Manager Administration (Projects)
 Duration : Since Jan 2013 till Feb 2015

REPORTING HEAD: DIRECTOR & MANAGING DIRECTOR

KEY RESPONSIBILITIES:

- Handling Projects independently as well as in coordination with other site incharges.
- Looking after all Admin Purchases and Materials required for our under-construction sites.
- Coordinating with the Architect and Contractor related to various drawings and other construction work of Site.
- Maintaining Staff, Vendor, Customer database and doing various negotiations.
- Preparing MIS Reports for the Management as and when required.
- Generating Purchase Orders to various vendors for purchase of materials for our running Plant and Various under Construction Sites.
- Coordinating with Store and Office Staff regarding updates on stock and purchase of urgent materials.
- Coordinating with various Service Providers across the nation related to our plant and project whenever necessary and invite them for their valuable suggestions and services.
- Verifying bills raised by vendors against purchases made against various orders.

PROJECTS HANDLED:

- Construction of Corporate Office of our Company at Gomti Nagar – Eva House
- Setting up of Eva Exotica Feed Plant at Rani Hatti Kolkata
- Setting up of Eva MultiTech Poultry Farm – One of the Largest Poultry Farm around Lucknow
- Setting up of Eva Exotica Pvt Ltd. Office at Panchkula for Company's Plant at Ambala.

IV. Organization : **VIRAJ CONSTRUCTIONS PVT. LTD.**
 Designation : Manager (Administration)
 Duration : Since April 2012 till Jan 2013

REPORTING HEAD: ASST. DIRECTOR

KEY RESPONSIBILITIES:

- Handling the entire General Administration of Company.
- Handling Admin Purchases and negotiating with Vendors on rates and services.
- Helping HR in recruitment process of the company.
- Maintaining Customer Relationship with various Vendors and Distributors.
- Managing and preparing the Bio-Metric System of Office.
- Coordinating with media partners for Hoardings, Banners and other publicity areas like Radio & TV.
- Preparing Reports as and when required by the Director/Asstt. Director and CEO.
- Maintaining Staff database.

V. Organization : **ARUNASHA AGROTECH PVT. LTD.**
 Designation : Manager (Strategy & Planning)
 Duration : Since Feb 2011 till March 2012

REPORTING HEAD: MANAGING DIRECTOR

KEY RESPONSIBILITIES:

- Understanding and Designing products for the company.
- Preparing Strategy to launch the products.
- Preparing write-ups and other necessary stationary for promoting the company.
- Providing backend support to the sales and marketing team.

VI. Organization : **INDUSIND BANK LTD. (AGRA BRANCH)**
 Designation : Manager (Operations Manager)
 Duration : Since April 2007 till Feb 2011

REPORTING HEAD: BRANCH MANAGER

KEY RESPONSIBILITIES:

- Handling and monitoring all the transactions of the branch.
- Catering the needs of customer at Front Office and supporting my subordinates to provide best of the services and fulfill customer queries.
- Preparing and checking daily and monthly reports.
- Coordinating with staff and providing them relevant training on regular intervals to update them and encourage them to cross sell and revenue generation.
- Handling customer complaints and queries and providing them with the best solution.
- Coordinating with other banks, chests and customers to maintain cash within the provided retention limit and remit at times of need.
- Coordinating with Corporate Office for various daily and monthly reports, AMLs, KYC Checks, Customer Complains and Customer Service issues.
- Maintaining regular checks on the stock of various items and instruments needed on day to day basis for smooth and timely functioning of the branch.
- Monitoring other administrative works for smooth and errorless functioning of the bank and best customer service.
- Coordinating with the auditors at various levels to ensure best rating for the branch.

ACHIEVEMENTS

- Getting LOW RISK rating branch during the audit.
- Successfully shifting of Lucknow branch (also Cluster Office) from Lalbagh, Lucknow premises to new premises at Rana Pratap Marg, Lucknow (One of the Mega Branches of IndusInd Bank)
- Getting TOP Rating in Final Appraisal 2009-2010

PROFESSIONAL QUALIFICATION

I. Exam : **MASTERS IN BUSINESS ADMINISTRATION (MBA)**
 College : Amity Business School
 Batch : 2005-2007
 Specialization : Marketing & Finance

II. Exam : **BACHELORS' IN COMPUTER APPLICATIONS (BCA)**
College : IGNOU
Batch : 2000-2003
Specialization : Computers

EXTRA CURRICULAR ACTIVITIES

- Working as an active member of the placement committee of the college (Amity Business School, Lucknow.)
- Member of College Cricket Team (St. Francis College)

PERSONAL DETAILS

Father's Name	:	Mr. Arun Kumar Srivastava
Date of Birth	:	05/12/1980
Gender	:	Male
Languages Known	:	English & Hindi
Passport	:	Under process
Hobbies	:	Listening to Music, Net-Surfing

Date:

Place:

(MANISH KUMAR)