



## SYAM KUMAR C.K

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Doha-Qatar

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### Visa Status – On Arrival

#### Career objective

A position to prove myself dedicated, worthy and energetic as an employee in a competitive organization where my knowledge, skill and experience can be better shared, enriched for achieving the set of organizational goal which dynamically works towards the growth of the organization.

#### Job Responsibility

- Providing excellent customer care, dealing with enquiries both over the phone and face to face.
- Managing staff in an efficient manner by assigning day to day work to sales staff, and motivating them to achieve their monthly sales target.
- General administration tasks
- Making key contributions to the management of the communication plan while monitoring and updating programmed plans on a wider basis
- Creating and modifying documents using Microsoft Office.

#### Employment History

- **TERRITORY HEAD (MARUTI SUZUKI, INDUS MOTOR. CO. PVT. LTD , VALAPAD)**  
**Duration: (01/04/2016– 07/12/2019)**

##### Job Responsibilities:

- Coordinate office activities and operations to secure efficiency and compliance to company policies

- Supervise administrative staff and divide responsibilities to ensure performance
- Manage phone calls and correspondence
- Support budgeting, building and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Assist colleagues whenever necessary

- **SENIOR SALES OFFICER( TOYOTA KIRLOSKAR ,NIPPON TOYOTA ,THRISSUR)**

Duration: (01/07/2015 – 01/03/2016)

**Job Responsibilities:**

- providing excellent customer care, dealing with enquiries both over the phone and face to face
- Field work, corporate visits, conducting displays.
- Achieving monthly target

- **SALES OFFICER (MARUTI SUZUKI, INDUS MOTOR .CO. PVT. LTD,VADANAPPALLY)**

Duration: (22/10/2012 – 31/05/2015)

**Job Responsibilities:**

- providing excellent customer care, dealing with enquiries both over the phone and face to face
- Field work, corporate visits, conducting displays.
- Achieving monthly target

- **Commi2(cook) (Nattika Beach Resort)**

Duration: (2010-2011)

- **Hotel management trainee( C D Regency Palakkad)**

Duration: (2009-2010)

## Computer Skills

- Microsoft Office : (Word, Excel, PowerPoint & Project)
- Windows XP, Windows 7, Windows 8

## Achievements

- **Passed Maruthi Suzuki Sales Contest and awarded ‘Emerging Star’ title**

- Awarded as ‘Sales Expert’ in Maruthi Suzuki Sales Contest (MSPin No:389841)
- Awarded as Dealership Topper for three cosecutive months

## Academic Record

EXAMINATION / DEGREE	INSTITUTE / UNIVERSITY
SSLC	G.H.S.S MANALUR
VHSE(MRRTV)	G.V.H.S.S THALIKUM
HOTEL MANAGEMENT	POLY TECHNIC TRIPRAYAR
BCOM	ANNA MALAI UNIVERSITY

## Soft Skills

- Ability to grasp and learn new technology quickly & accurately.
- Very enthusiastic and highly motivated with a Positive attitude.
- Flexibility & Adaptability
- Customer service administration
- Customer focus Telesales / marketing
- Strong Analytical and Interpretational skills
- Leadership & Strong Networking skill

## Personal Details

Passport Number : S 8714410  
 Date of Birth : 19/10/1989  
 Languages Known : English, Malayalam, Hindi and Tamil  
 Nationality : Indian  
 Marital Status : Single

## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours Faithfully  
SYAMKUMAR.C.K

