** RESUME**

**S NARESH**

**cell :0 88 612 717 99 email : naresh@heliosdevelopers.com**

**OBJECTIVE**

**To work sincerely and effectively by implementing my ideas and skills for the benefit of the organization as well as to enhance my individual growth**.

**SUMMARY**

Having post graduated from **Osmania university** with a **M.B.A** Degree, pursued from **A.V College of Arts and science , Hyderabad**. Started my career in real estate with **Sree Mithra real estate s** as sales executive ,went ahead to take on the responsibilities of **sales organizer** for the venture **Vintage valley**. Then entered in to automobile industry worked for **Maruthi Mithra agencies** for two years as a **team lead.** After that worked with **Time factory (watch company** ) as a area sales manager, Hyderabad. Presently working with **Helios Developers as s inventory manager** from last nine months in **Bangalore.**

**SUMMARY of the Present work**

**Provide inventory to respective sales managers, logging units for the projects DLF Wood Land Heights and Super Tech Micasa . Maintain good relations with builders and their respective offices. Coordinating with all team members and fulfill their product need within the time. Resolving issues of pendency of respective customers and maintain public relations. Motivating Team towards acquisition of the product and maintaining team work. Updating of CRM & DSR time to time.**

**Key Responsibilities in the HELIOS DEVELOPERS**

* Interaction with clients and Feeding all application form of booking excel
* Assisting customers in documentation formalities
* Handling new booking entry, receipt entry, CRM etc.,
* Handling Inventories, Documentation, Log-Ins.
* Handling Customer relations, Approvals.
* Review Customer complaints and initiate solutions in a timely and effective manner
* Decision making in critical situations and to provide the proper resolution to the customer’s queries
* Daily MIS reports and database maintenance
* Time to time customer’s accounts reconciliation with finance & Account Department.

**Present work experience:**

* **july 2013 to till date**  ( Organization **:** **Helios developers)**

Designation **:** **Inventory Manager**

**Previous work experience**

* **january 2008 to august 2009**  ( Organization **:** **Time factory)**

Designation **:** **Area sales Manager**.

* **SEPTEMBER 2005 to december 2007 (**Organization **: Maruthi Mithra Agencies)**

Designation **: Team leader**

* **MARCH 2004 to JULY 2005 (**Organization **: Sree Mithra Real Estates)**

Designation **: Sales organizer**

**Key Responsibilities in the time factory**

* Overall responsibility of handling the stores in all aspects.
* Observing Visual Merchandise is attractive and impressive manner or not
* Maintaining company standards with regard to VM, ambience, grooming standards.
* Staff management and making sure that the staff is well motivated at all times.
* Responsible for stock intake and stock maintenance and making sure that no discrepancies occur with the same.
* Maintaining all necessary records required for a stores pertaining to cash and card sales, daily sales, month to date sales etc.
* Maximize conversion rate to increase sales thereby achieve the set target.
* To understand customer needs effectively and build a relationship between the showroom staff and the customers.
* Effective market awareness of other brands and the latest market developments.

**Achievements**

* Consistently achieving the monthly sales targets of my region.
* Known as Trouble shooter in the organization

**SUMMER PROJECT –M.B.A**

**Organization:** Maruthi Suzuki India ltd

**Project title**:Astudy on sedan cars market in Hyderabad–Special focus on Prospective customers.

**Description:** To find out the scope of development in sedan cars in Hyderabad, focusing on existing Service Providers, Customers and Non-customers of Maruthi Suzuki.

**Academic Qualification**

* M.B.A. from A.V college College , (**osmania university)** (2004-06), Hyderabad.

**Soft skills**

* Operating Systems: XP, Vista,2007
* Packages: Ms-office, Testing tools,.
* Billing Software: Focus
* Data base maintenance CRM(Apache Ton cat)

**Hobbies**

* Listening to music, and watching news channels.

**current salary: 2.76 Lakhs per annum(Excluding Incentives and reimbursements )**

**PERSONAL INFORMATION**

Date of Birth: : 24-12-1983.

Father’s name: : S. Narasimhulu.

Languages know: : Telugu, English and Hindhi.

Place : 2-58/7, Siddout( mondal& post) Kadapa District, Andhrapradesh.-516237

**(S. NARESH KUMAR)**