

ER ALOK KUMAR

Administrative Manager

Professional Business Developer With More Than Nine Years Of Experience In The Business Development Processes. Involved In Product Testing, Management, And Development Of New Business Opportunities.



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Mahua, Vaishali



WORK EXPERIENCE

ADMINISTRATIVE MANAGER

Mahua Medanta Hospital

July 2022 to March 2024.

Mahua, Vaishali, Bihar

- * Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- * Recruit and train personnel and allocate responsibilities and office space.
- * Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- * Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- * Manage schedules and deadlines.
- * Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- * Monitor costs and expenses to assist in budget preparation
- * Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- * Organize and supervise other office activities (recycling, renovations, event planning etc.

BUSINESS DEVELOPMENT MANAGER

Tata Motors Limited, Mumbai

Nov 2018 to Jan 2022.

Bombay House, Mumbai

- * Develop a growth strategy focused both on financial gain and customer satisfaction.
- * Conduct research to identify new markets and customer needs.
- * Arrange business meetings with prospective clients.
- * Promote the company's products/services addressing or predicting clients' objectives.
- * Prepare sales contracts ensuring adherence to law-established rules and guidelines.
- * Keep records of sales, revenue, invoices etc.

BUSINESS DEVELOPMENT OFFICER

Hcl Technologies Ltd. Delhi

Apr 2015 to Oct 2018.

A-10-11, Sector 3, Noida, UP

- * Leading the charge on market research plans to identify new opportunities.
- * Working with executives to implement marketing strategies and new opportunities.

EDUCATION

MBA In Business Administration & Marketing Management.
Indra Gandhi National University, Delhi.

December 2014

Aeronautical Engineering In Aero Mechanic.

Aeronautical Society Of India, Delhi.

December 2011

LANGUAGES



English



Hindi



French

SKILLS

SEO	●	●	●	●	●
Public Speaking	●	●	●	●	●
Negotiation	●	●	●	●	○
Teamwork	●	●	●	●	●
Decision Making	●	●	●	●	●
Research & Strategy	●	●	●	●	●
Emotional Intelligence	●	●	●	●	○
Outbound Marketing	●	●	●	●	●
Email Marketing	●	●	●	●	●
Google Analytics	●	●	●	●	○
Sales & Marketing	●	●	●	●	○

ORGANIZATIONS

* Mahua Medanta Hospital Vishnu Chowk Mahua, Vaishali Bihar
July 2022 to March 2024.

* Tata Motors Ltd, Bombay House 24, Homi Mody Street, Mumbai
Nov 2018 to Jan 2022.

* Hcl Technologies Ltd, A-10-11, Sector 3, Noida UP.
Apr 2015 to Oct 2018.

HONOURS AND AWARDS

* Winner Of Hcl Ers Champion Award 2017

* Winner Of Sales Individual & Business Development Award 2021

* Winner Of Excellence Project Award 2023

HOBBIES

* Reading

* Traveling

* Singing & Playing Guitar