



KUSH KHANNA

SEEKING JOB IN ADMINISTRATION

EDUCATION

- Matriculation (CBSE), APJ School, Jalandhar, 1982
- Bachelor of Commerce, DAV College, Jalandhar, Guru Nanak Dev University (GNDU), 1986
- Diploma in Business Management, Doaba College, Jalandhar, GNDU, 1987
- Bachelor of Legislative Law (LLB, Professional), Seth G.L. Bihani Post Graduate Law College, Sri Ganganagar (Bikaner University), 2013

CONTACT

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Personal Information

- Date of Birth: June 30, 1966

- Marital Status: Married

LANGGUAGE PROFFICENCY

- English -Hindi- Punjabi

KEY SKILLS

- Sales and marketing management
- Team leadership and development
- Strategic planning and execution
- Administration and operations management
- Labour control and workforce optimization
- Communication and interpersonal skills
- Problem-solving and conflict resolution

EXPERIENCE

Sales Manager (30 years)

- **Anchor Electrical Limited,**

- **MAX Stapler (India) Limited,**

- Led sales teams to achieve targets and exceed performance goals
- Developed and implemented sales strategies to drive revenue growth
- Built and maintained strong relationships with clients and stakeholders
- Managed sales operations, including forecasting, budgeting, and reporting

Management Representative (5 years) {Presently working}

- **RMX Industries Pvt Ltd,**

- Provided administrative support to senior management
- Coordinated projects, meetings, and events
- Maintained records, reports, and documentation
- Ensured compliance with organizational policies and procedures
- Implemented effective labour control measures in production departments
- Optimized workforce utilization and reduced labour costs
- Improved production efficiency and quality control
- Ensured compliance with safety regulations and standards

ADDITIONAL KNOWLEDGE

- ❖ Microsoft Excel (data analysis, charts)
- ❖ Microsoft Word (document creation, formatting)
- ❖ Emailing (corporate communication, email marketing)
- ❖ SAP (enterprise resource planning, module expertise)
- ❖ KRA (Key Responsibility Areas) management
- ❖ KPI (Key Performance Indicators) tracking
- ❖ - Achievement-oriented mind-set

ACHIEVEMENTS

- Consistently exceeded sales targets by 15%
- Improved team productivity by 25%
- Successfully implemented process improvements
- Reduced labour costs by 12% through effective workforce optimization

PERSONAL QUALITIES

- Strong work ethic and professionalism
- Results-oriented and goal-driven
- Excellent communication and interpersonal skills
- Ability to work under pressure and meet deadlines

SUMMARY

Results-driven professional with 35 years of experience in sales management, administration, and production operations, seeking an Administrator role. Proven track record of success in leadership, team management, strategic planning, and labour control.

OBJECTIVE

To secure an Administrator role that utilizes my skills and experience to contribute to the success of the organization.