**RESUME**

**Sandeep Kaul**

H.No:- 06,Block-12Spring Field Colony

Sector-32, Faridabad-121001

**Ph-**9910090084/8375970958

**Email-** sandeepkaul60@gmail.com

**Profile:** Having 29 years of experience in organizing and managing team of 50+ employee of different cadre.

**Goal:** To obtain a senior position while handling the responsibility of various departments at different stages of life line and my varied and long experience will come handy in managing big team. Looking for challenging job where I can utilize my talent and knowledge.

**PROFESSIONAL EXPERIENCE**

**Present Assignment: DGM (PR & Allied/Facility Services) Since Feb 2002 (13.6Years )Lingaya’s University, Faridabad**(Approved by UGC U/S of UGC Act 1956)

**Present Job Profile:** Reporting to Registrar/CEO of University

**Responsible and Managing different sections**

1. University Transport system(Bus & Vehicle).
2. University Hostel (Boys & Girls)
3. University Security System.
4. House Keeping.
5. Front Office/Reception

**Additional Responsibilities**

* Involved in Admission counseling of management quota.
* Established university mini market in the campus.
* Member of proctorial committee.
* Head of Hospitality committee during functions/conferences.
* Organizing “Raahgiri Event” at Faridabad for Brand Building of organization.
* Organizing Buffet food for management, Guests & Deans on get together/Functions/conferences

**Present Achievements**

* Achieved Targets of admission through management quota.
* Received many appreciation by way of promotions i.e. PRO – Manager PR – Sr Manager PR – DGM PR in 13.6 years of my career in Lingaya’s University.
* Convinced management through my hard work,dedication,sincere and honesty.
* Recently got additional charge of whole administration of sister concern Institute “Lingaya’s GVKS Institute of Management &Technology.

**PAST ASSIGNMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period** | **Organization** | **Designation** | **Based at** | **Marketcovered** |
| Oct 1984 to April 1990 | Hotel Centaur | Incharge Electronics | Srinagar | - |
| May 1990 to Nov 1992  | JDS Services Pvt Ltd  | Trainee Sales Engg. | Delhi | Delhi,Punjab,U.P H.P, J&K. |
| Dec 1992 to April 1994  | JDS Services Pvt Ltd  | Promoted to Sr. Sales Engg | Delhi | Delhi,Punjab,U.P H.P,J&K., Rajasthan, M.P |
| May 1994 to Nov 1995  | Anand Health Equipment Pvt Ltd | Sr.Mktg.Executive | Mumbai | Delhi,U.P, H.P |
| Dec 1995 to June 1998  | Anand Health Equipment Pvt Ltd | Terriotory Manager/ Branch Manager | Mumbai | Delhi,U.P, H.PRajasthan, Chandigarh  |
| July 1998 to Dec 2002  | Sanya Industry India Pvt. Ltd | Asstt Marketing Manager | Noida | Delhi,M.P,UPMumbai,Goa |

**PAST ACHIEVEMENTS**

For most of my career I have launched new products and established brands in North Indian Markets and also manage large teams.

**JDS Services Pvt Ltd:-**Achieved sales targets every year with distinction and got the promotion fromTr.SalesEngg. To Sr.SalesEngg.

**Anand Health Equip Pvt.Ltd:-** Launched the company’s new products in Northern states &Established the co’s name and products in the market.Among top rankers at national level and got promotion twice during my tenure in the company.

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**PERSONAL PARTICULARS**

Date Of Birth -13thMarch 1960

Marital Status -Married

Father’s Name -Late Capt. Madhusudan Kaul

Education Qualification -Graduate (J&K University)

Professional Qualification -Diploma in R&T Electronics (Two Years)

Computer Knowledge -Basic Fundamentals

**PROFESSIONAL TRAINING**

Sponsored by Anand Health -Workshop on “PROFESSIONAL SELLING”

Equipments By Marc -Programmeon “SALES EFFECTIVENESS”

By Empowered Learning System -Programme on “FIELD OPERATIONS

MANAGEMENT”

 -Work shop on “DYNAMICS OF SALES”

**Strengths**

(1) Positive Attitude with a will to succeed

(2) Leadership, Teamwork and management.

(3) Honesty and hard work

**REFERENCE**

1. **Mr Rajinder Kaul (Registrar)** Lingayas University Cell : 9999433111

**2) Dr Tapas Kumar (Dean & Head CSE)** Lingayas University Cell : 9818339510

**Date:**

**Place: (Sandeep Kaul)**