

An experienced business development professional who has the motivation and skill sets needed to ensure targets are met and everything gets done on time and to budget.

Please Provide  
your photo

Strategy Planning Business Development Client Relationship Project Management

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## Key Skills

### **Business Development**

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### **Operations**

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### **Grievance Handling**

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### **Process Improvement**

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### **Marketing and Promotions**

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### **Implementing Plans**

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### **Spotting business opportunities**

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### **Customer Focus**

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### **Forward planning**

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## Profile Summary

- ▶ A competent professional with over 07 years of experience in Business Development, Marketing & Operations.
- ▶ Able to work independently in a fast paced and rapidly changing environment.
- ▶ Build business in new markets and areas.
- ▶ Promote the company brand to key buyers, ensuring their knowledge is current and appropriate.
- ▶ Identifying the specific needs of customers, and then creating bespoke solutions for them.
- ▶ Writing up sales reports, activity reports and revenue forecasts.
- ▶ Comfortable in dealing with Senior Managers or Executives.
- ▶ IT literate and proficient in MS Word, Excel, PowerPoint.
- ▶ Ability to win and retain long-term high quality clients as well as recurring business.
- ▶ Assess the potential of a specific territory and its realistic future market share.
- ▶ Gathering informative, facts and statistics about customer trends and preferences.
- ▶ Anticipating the changing needs of clients and customers.
- ▶ Team player who is able to work with others in pursuing common goals.
- ▶ A result-oriented individual with strong analytical, communication, interpersonal and organizational skills.

## Work Experience

### **DreamUny Education Pvt. Ltd., New Delhi; Jan'14 to Present**

#### **Manager – Strategic Planning, Central India**

- Business Development.
- Business Relationship.
- Strategic Planning-Sales & Promotion.
- Sales Event – Planning and Execution.

### **NIIT Education, Jan'13 – Nov'13**

#### **Center Head – Vijay Nagar Branch, Indore**

- Managing all operational activities of the branch.
- Preparing business plan for center & supporting sales team in achieving it.
- Collaboration with educational institutes for training programs.
- Monthly business planning and post month reviewing the performance.

### **Indiacan Education Pvt. Ltd., Chandigarh; Oct'11- Sept'12**

#### **Lead Trainer (Govt. Business vertical)**

- Training session on English language and P.D. skill.
- Scheduling & module development for training program.
- Team management and project coordination.
- Handling customer issues and grievances.

### **Next Education India Pvt. Ltd., Gwalior; May'11-Sept'11**

#### **Business Development Manager**

- Planning & organizing promotional activities in Gwalior region.
- Steering business development & handling overall collection for Gwalior region.
- Presentation of company solutions to customer and train them to use that solution.

## Projects

- **CCTNS, For Haryana.** Worked with project coordination team for data mining and evaluation of project performance at various training centers. Coordination with training team for training compliance across state. Coordinate with client for feedback and project growth.
- **PSTEP.** It is a placement linked training program initiated by Punjab Infotech under the aegis Punjab Education Dept. I have worked as Lead Trainer for Patiala & Nabha districts; this role includes designing and delivering training to graduating students in the assigned govt. institutions and submitting program completion report to the nodal officer.



## Education

<b>Course</b>	<b>University</b>	<b>Year</b>
Diploma in Training & Development	ISTD,NewDelhi	Pursuing
M.A.( English Literature)	Jiwaji University, Gwalior	2016
M.B.A.(Marketing)	DAVV,Indore	2010
B.Sc. (PCM)	Jiwaji University, Gwalior	2008



## Personal Details

<b>Date of Birth</b>	<b>11-Dec-85</b>
<b>Computer Proficiency</b>	<b>MS Office, Internet Browsing</b>
<b>Languages Known</b>	<b>Hindi, English &amp; Punjabi</b>
<b>Address</b>	<b>84, C.P.Colony,Morar,Gwalior-474005, M.P.</b>