

RESUME

NIMIT MALHOTRA

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Contact No: 7219856035

Date of Birth: 01st Oct 1986

CAREER STATEMENT

I strive to join a vibrant and ever growing organization, which would help me to (put my best) exploit my full potential enriching both the organization & myself.

ACADEMIC QUALIFICATION

DEGREE	COLLEGE/INSTITUTE	BOARD/ UNIVERSITY	YEAR OF PASSING	%/ CGPA
B.A	Chitra Degree college	Kanpur University	2010	49%
H.S.C.	Dr. Soney Lal Patel Senior Secondary School (Commerce)	CBSE	2005	51%
S.S.C.	Dr. Soney Lal Patel Senior Secondary School	CBSE	2003	43%
Mass Commun ication	Jagran institute of Management & Mass Communication	Autonomous	2010	59%

WORK EXPERIENCE

Prime Sapphire Education Pvt Ltd. April 2016 - Current.

Location : Mumbai

Position : Sales Head

Job Profile: As a Sales and Training Head I am involved in following activities.

- Leading & Driving the Sales Team, setting up Revenue Targets in line with Organizational Goals. Motivating & Mentoring team to achieve & Exceed Individual & Team Targets. Design & Develop Business Models.**
- Provide team with a vision and objectives and manage key performance indicators. Set the monthly, weekly, daily Targets for the team and ensure that the targets are achieved. Maintain the sales report of the Team.**

- Conceptualizing & creating all corporate communication comprising
 - Exploring the new regions for the business.
 - Making Marketing Strategies for business growth.
 - Handling the client for further proceedings and leads.
 - Study of market situation and the competitors
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- Helps to find the best talent in Engineering and Management, wherever they are.
 - Promote colleges into a different light from remote (tier 2 cities tier 1 and 2 Institutes) areas with lesser job opportunities .
 - Connect with candidates, build relationships and grow talent pool .
 - Find the best fits, interview and hire them!
 - Encourage ongoing participation and inspire skills development.
 - Automate and Accelerate Tech and Professional expertise Candidate Screening and management.
 - Connect with candidates, present tasks, ask questions and review results

Trinity Vision Infra Pvt LTD. (T.V.I.P.L)- From May 2013 to April 2016

Location: Mumbai

Position: Regional Head (Operation and Marketing)

Job Profile: As a Regional Head I am involved in following activities.

- Conceptualizing & creating all corporate communication comprising B2C and B2B Communication, website, PR and In-house requirements
- Website Management (Content)
- Interaction with online partners to drive leads for enrollments
- Supporting in conceptualization and execution.
- Supporting brand collateral developments
- PR coordination and execution
- Conducting the Presentation in the School regarding the Help Line numbers
- Conducting State level Student Scholarship Exam.
- Exploring the new regions for the business.
- Making Marketing Strategies for business growth.
- Handling the client for further proceedings and leads.
- Taking the feedback from the client for giving them the better services and self up- gradation.
- Study of market situation and the competitors.

Future Education Ltd. - From July 2012 to May 2013

Location: Mumbai

Position: Business Developer

Job Profile: As a Business Developer I am involved in following activities

- Conducting the counseling to motivate the students for Distance Learning Program (DLP) & ATMA.
 - Exploring the new regions for the business.
 - Doing cold calling and giving presentation to the clients.
 - Handling the client to the operation team for the further proceedings.
 - Taking the follow up from the operations team and feedback from the client.
 - Making marketing strategy for selling the ATMA forms.
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- Freelancer: Working as an educational consultant from past six years for different colleges across Mumbai and Pune.
 - Conducting the seminars in the different regions.
 - Conducting the counseling to motivate the students.
 - Exploring the new regions for the business.
 - Doing cold calling and giving presentation to the clients.

LANGUAGES KNOWN

English, Hindi, Marathi & Punjabi

COMPUTER SKILLS

- Proficiency in Adobe Photoshop, Corel Draw & Quark.
- Proficiency in Adobe Premier Adobe Audio & Video Editing.
- Basic Proficiency in MS Office (Word, Excel, PowerPoint Presentation).

PROJECTS & LIVE ASSIGNMENTS

- Project on "Creating Print Ad Campaign in JIMMC" at JIMMC
- Project on "Creating news bulletins on the Local market" at JIMMC
- Project on "Creating Video ad campaign for JIMMC" at JIMMC.
- Seminar on "Working Capital Management/ Business Research" in New Horizon College of Engineering.

AWARDS & ACHIEVEMENTS

- Won Inter College Cricket tournament at college level.
- 1st Position in Jan Jagran Debate Competition at city level.
- Runner-up in Inter School Basket Ball tournament organized by CBSE.
- 1st Position in Science Exhibition at school level

EXTRA CURRICULAR ACTIVITIES

- **Member - Education Expo organized by Dainik Jagran Kanpur.**
- **Coordinator - Events & Judges for Udgosh at JIMMC Kanpur.**
- **Coordinator - Sponsorship for Quiz event at JIMMC Kanpur.**
- **Participated in various sports events and won at school level.**

DECLARATION

I am hereby declaring that the information given herewith is correct to my knowledge and I will be responsible for any discrepancy.

Place:

Date:

NIMIT MALHOTRA