

# **RESUME**

**Ravish Saifi**

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## **Career Objective:**

To work with an organization that provides a good working environment & learning opportunities to groom myself professionally.

## **Educational Qualification:**

- **Degree:** B.TECH (ECE) AKTU
- **High School:** CBSE, Kendriya Vidyalaya
- **Intermediate:** CBSE, Kendriya Vidyalaya
- **Year of Passing:** 2013-2017

## **Expertise:**

- Business to Business Dealing
- Business to Customer Dealing
- B2B Emailing to Customer and Businesses
- Sales Conversion on call and email
- Lead Generation Expert
- Digital Marketing
- Core Networking Technology
- Payroll Management
- Sales Management
- Marketing Management
- Operation Management
- Training and Development
- Documentation (Certificate, Proposals, Seminar Proposal, Formal Letters,)

## **Experience:**

1. **JNtech Networks (8 October 2018 to Present), Sector 2, Noida — Working as General Manager**

### **Roles and Responsibilities:**

- Lead the Complete Team

- Business to Customer Dealing
- B2B Emailing to Customer and Businesses
- Sales Conversion on call and email
- Complete Management of organization
- Backend Team Coordination
- New Team Hiring
- Train New Employees
- Trainer team Coordination
- Sales team leading
- Marketing team
- Operation Management
- Payroll Management
- College Tie Ups
- Documentation (Certificate, Proposals, Seminar Proposal, Formal Letters,)
- Digital Marketing Team Leading

## **2. Blessing Foundation, Noida Sector 2 — Worked as IT admin (6 Months)**

- Website Maintenance
- Search Engine Optimization (Digital Marketing)
- Social Media Marketing
- Promotions
- Data Maintain

### **Skills:**

- Coordination with team
- Ability to leverage technology
- Ability to lead the team

### **Internship:**

#### **Prime Zone InfoTech, Sector 15 Noida —Internship of 6 Months as Web Developer**

- UX/UI Design
- Website Design
- Website Development
- Custom Wordpress Design and Development

### **Part time Works:**

Primate Group of Companies Private Limited, C18, Sector 2 Noida

Worked as the Head of IT Company for 3 Months part time (During lockdown)

**Academic Summer Training:**

BSNL, 4 weeks summer training took from BSNL, GMTD Muzaffarnagar

Training Based on Broadband, Lease Line, GSM, CDMA and transmission

**Strength:**

- Positive Attitude
- Optimistic
- Strong Listener & Learner

**Hobby:**

- Blogging <https://netdigitalworld.com>
- Chess

**College and Organization Achievements:**

- Taken the workshop of Advance Database at ITS college Ghaziabad
- Secured 1st Position in the chess event of chakravyuh College Annual Sports Meet
- Secured 2nd position in water Rocketry event of Vibration 2016 College Annual Tech Meet
- Secured 2nd position in Brain Drain Technical Quiz Vibration 2016 College Annual Tech Meet
- Coordinator of Robots Play event 2015 College Annual Tech Meet
- Coordinator of Circuit making Competition 2016 College Annual Tech Meet
- Coordinator of Sur Sangram singing event 2017 College Annual Tech Meet

**Personal Details:**

**Father's name:** Mr. Salim Ahmed

**Address:** E124 Sector 27, Noida 201301

I hereby declare that the above information is correct and best as possible.

Ravish Saifi

Date:

Sign