



# Ashish Malviya

Email – [malviyaashish56@gmail.com](mailto:malviyaashish56@gmail.com)

Contact – 6267077673

## EDUCATION SUMMARY

Degree   Certificate	Stream   Specialization	Name of Institution & Board   University	YOP	Percentage
MBA	Marketing	Ramachandran International Institute of Management, Pune, Maharashtra (SPPU)	2022-2024	Perusing
BBA	Marketing	Sanghvi Institute of Management & Science, Indore, Madhya Pradesh, (DAVV)	2022	60.63
Higher Secondary	All	Shri Gadge Maharaj Junior College Dhakramal, Maharashtra (State Board)	2018	57.69
Secondary	All	Montfort School, Kusumkot, Maharashtra (State Board)	2016	82.60

## Internships & Projects

### Post Graduation Internship

**Organization:** PRIMAX SOLUTION INDORE.

**Duration:** 8 MAY 2023 TO 8 AUGUST 2023 (3 Months)

**Project Title:** BUSINESS DEVELOPMENT EXECUTIVE (BDE) intern

#### Tasks Undertaken and Learnings:

- Working closely with the manager, and completing all allocated tasks..
- Observing and scarrying out sales processes.
- Updating documents and sales records.
- Using CRMs track communication with prospective buyers, automatically organize customer data, and send reminders to follow up with leads.

## WORK EXPERIENCE

**Organization:** School of Inspirational Leadership Pune.

**Tenure:** 10 AUGUST TO PRESENT.

**Designation:** Associate- Business Development.

**Job Responsibility:** Business Development Executive.

- Identifying and developing new business opportunities.
- Deepens industry knowledge and understanding of the firm's clientele
- Builds and maintains client databases using CRM tools.

- Documenting the sales process and closing.
- Get contacts of potential customers via cold calling, emailing and internet search
- Maintain and regularly update the customer database, such as name, phone number, & email.

#### CERTIFICATIONS

- Business Analytics, Pune
- X – Culture, Pune
- NSE Academy, Mumbai

#### SKILLS

- Sales
- Customer Relationship Management
- Business Development
- Cold Calling

#### PERSONAL DETAILS

**Date of Birth:** 01<sup>st</sup> OCTOBER 1999

**Languages Known:** English, Hindi

**Home Town:** Dharni, Maharashtra, INDIA.