

AVNIT SHARMA

With over 20 years of experience in different sectors like University , Real Estate, Investment Banking , in area of CRM, banking management, Inventory Managements, Business Development, Preparation of MIS Reports and assisting to Seniors & Management in all areas of the organization, Etc.



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RNE, GZB.

SKILLS

Problem Solving

Creativity

Leadership

Team Sprit

Proactive

Adaptabl

Time Management

PROFESSIONAL EXPERTISE & KEY ACHIEVEMENTS.

- Unique blend of management, real estate, and administrative experience.
- Expertise in financial transactions.
- Business development, negotiations, contract formation.
- Dedicated and motivational team leader with superior analytical skills and passion for
- Innovative strategies to achieve and exceed established goals.
- Skilled at managing multiple priorities to ensure that available resources are utilized
- Very strong communication, presentation, and interpersonal skills

EDUCATION

ADVANCE DIPLOMA IN MANAGEMENT

ICFAI Tripura, India
2012

LL.B

C.C.S. University
Meerut, U. P, India
2000

B. Com

C.C.S. University
Meerut, U. P, India
1996

WORK EXPERIENCE:

Sikkim Skill University, Corporate Delhi, June 2023 to till date.

Designation – Sr. Admission Counselor

Job Profile: -

- ✓ To development and implementation of a careers education program for all grades along with other members of the University Advising department.
- ✓ To support Center /students in their transition from School with preliminary university information and guidance on subject selection.
- ✓ To provide Center/ students guidance information and advocacy as they navigate their way through the university application process.
- ✓ To ensure that Center/ students feel well informed, supported and empowered to identify appropriate universities that are a good match and present themselves to those universities in a manner that highlights their strengths.
- ✓ Establish a personal advising relationship to an assigned caseload of Center to offer advice on a range of issues including resources for researching universities guidance on visiting campuses informational interviews with Admissions staff, and questions to research fee status/financial aid/scholarship opportunities & application procedures university planning and application procedures for gap-year.

Blue Chip Investment LL.C. Bank Street, Dubai, April 2022 to Feb 2023.

Designation – CRM Manager

Job Profile: -

- ✓ Calling clients for fixing appointment.
- ✓ At call tell them USP of the plan so that they can give appointment for meeting.
- ✓ If client asked, we share on what up some USP of the product.
- ✓ Meeting with the clients at their office and in our office and explain them in details for best investment plan.
- ✓ After meeting with client, get the Draft Agreement Preparation.
- ✓ After agreement, we arrange payment.
- ✓ After payment, provide them PDC of principal amount and interest amounts. Arrange him payment receipts.
- ✓ Doing events Abu Dhabi, WTC, Meena Bazar & Sports City Dubai.

KW Homes Pvt. Ltd. Real Estate Company from June 2012 to Feb 2022.

Designation –Assistant General Manager

Roles & Responsibilities: - Collection & Customer Relationship Manager

- ✓ Approved the issuance of demand letters for payments, late payments, interest payments etc.
- ✓ Manage to Prepared documentation of all collections activities.
- ✓ Responded to customer issues and complaints in courteous manner.
- ✓ Set quarterly collections goals.

PERSONAL DETAILS

Date of Birth : Nov.15th 1976
Marital Status : Married
Passport No : T2275565

LANGUAGES

- English
- Hindi

- ✓ Evaluated collections procedures to ensure compliance with company policy.
- ✓ Issue and Execution of BBA. Settlements of Interest of Demands.
- ✓ To get the sings from customers for Pre Registry Dox , like Maintenance Agreements , and other related agreements
- ✓ Responsible for managing calls to clients on a calling list and getting results like Demands letters and Interest calls. Set company benchmark on collecting highest interest in May 2014 2 Million collected as interest.
- ✓ Responsible for getting Bank approval for Projects like SBI Bank, HDFC, ICICI Bank.
- ✓ Assisted in updating all business collections files on a weekly basis and submitting any change reports to management.

Trusound Pvt. Ltd. Electronic Comp from June 2009 to May 2012.

Designation – Manager –Import

JOB PROFILE:

- ✓ Handling Import Deptment indendently.
- ✓ Calling shipping company for contrainer confirmation.
- ✓ Follow up with CHA for Documents submission and Duty Calculation.
- ✓ Visit ICD Patparganj and ICD Tugalakabad.
- ✓ Regular talk with foreign supplerirs for material confirmation and item quantity.
- ✓ Timely Preparation of Import Document for Customs Clearance.
- ✓ Liaising work with Roc (Submission of any kind of Resolution)
- ✓ Application of DIN No.
- ✓ Liaising with banks.
- ✓ Opening L/C, D/P &, Advance T.T.

Veira Electronics Pvt. Ltd. Electronic Comp from June 2002 to April 2009.

Designation – Manager –Accounts

JOB PROFILE:

- ✓ Preparation of Sales Tax Case
- ✓ All Excise Work
- ✓ Preparation of Monthly MIS.
- ✓ Checking of all the Payments.
- ✓ Checking of all bills for Vat Purpose.
- ✓ Issuing of Various Sales Tax forms.
- ✓ Interface with CA and Sales Tax Advocate.
- ✓ Interface with Income Tax & Sales Tax Office for Assessment Purpose.
- ✓ Liaising with banks.

Company Name

Puskar Jain & Associates Meerut, June 2000 to April 2002

Company Profile

Tax Consultant

JOB PROFILE:

- ✓ Submission of Income Tax Returns like Companies & Individuals.
- ✓ Submission of Monthly & Quarterly sales tax Returns.
- ✓ Issuing of Various Sales Tax forms.
- ✓ Interface with Income Tax & Sales Tax office for Assessment Purpose
- ✓ Timely Submission of returns likes TDS , Salary , Contractor , Professional
- ✓ Rent, Commission , ETC

I hereby declare that all the facts mentioned above is true and correct to best my knowledge and belief.

Avnit Sharma