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| **Arpita Ahuja PP PhotoARPITA AHUJA KAUSHIK**  [arpitaahuja@gmail.com](mailto:arpitaahuja@gmail.com),  Cell phone: +91 98184-78403, Location: Gurgaon |

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| OVERVIEW:  Total work experience of **~7 years** in the industry.  MBA from Symbiosis and B. Com. from Delhi College of Arts & Commerce.  Keen on pursuing an enriching Sales / Business Development / Account Management / PR / HR opportunity.  KEY SKILLS & EXPERTISE:  VIP/Diplomat/Ambassador Relationship Management, CXO Relationship Building, Enterprise Account Management, Business Proposals & Corporate Sales Presentations, Prospect Qualification & Conversion, Recruitment, Headhunting, Market Analysis & Research, Opportunity Management, Remote Team Management.  WORK EXPERIENCE SNAPSHOT:   |  |  |  | | --- | --- | --- | | Organization | Designation | Duration | | LMJ International | Manager - Business Development | Nov 2012 - Dec 2013 | | Alps HR Consultants Pvt Ltd | Manager – Business Development | Mar 2011 - Nov 2012 | | Times Business Solutions Ltd | Account Manager | Jan 2010 - Oct 2010 | | Bird Group (Amadeus India) | Executive - Business Development | Apr 2008 - Dec 2009 | | American Express | Travel Councelor | Apr 2007 - Apr 2008 |   EDUCATION SNAPSHOT:   |  |  | | --- | --- | | College | Degree | | Symbiosis Centre for Distance Learning, Pune | Masters in Business Administration (MBA) | | Delhi University | Bachelor of Commerce (B. Com.) | | Army Public School, Delhi Cantt. | XII (CBSE), 2002; X (CBSE), 2000 |   WORK EXPERIENCE DETAILS:   |  |  | | --- | --- | | Nov 12 –  Dec-13 | **LMJ International Ltd.**  Delhi  Designation: **Manager, Business Development**  Accomplishments   * Received muliple appreciations for ensuring cordial relations with Embassy and Ambassadors   Role   * Represent the organization, a Government recognized Star Trading House dealing in export-import of agro-based commodities * To judiciously use inter-personal relationship building, communication, efficiency, profitability and finance skills for building rapport and liaise with Embassies (South Africa, Middle East and other countries) and Ministries for exports   Responsibilities   * Organize major events like National Day of Arab league and Africa Day, besides other small events like Interactive Sessions with countries like Egypt, Pakistan, Iraq, South Africa etc * After regular follow-ups and building rapport, inviting ambassadors at FIEO (Federation of Indian Export Organization) from Embassies of different countries with their ministers and other delegates for a speech and interactive sessions and understanding how to improve further bilateral trade relations with their country * Attend high profile events with delegates from rice importing countries * Be culturally sensitive to the senior global diplomats to ensure longevity in business | | Mar 11 –  Nov 12 | **Alps Human Resource Consultants Pvt. Ltd.** Delhi  Designation: **Manager - Business Development**  Accomplishments   * Consistently increased the Volume of sales * Built strong references in the Oil & Gas vertical by headhunting for senior executives * Acquired accounts outside Delhi through strong networking   Role   * Developing new clients after doing market research, coordinating with prospective clients for securing business orders, attract ‘passive’ job seekers and help clients recruit high caliber * Working in close conjunction with client organizations to facilitate the process of talent acquisition, Profiling, Negotiations   Responsibilities   * Excellent Relationship Management and getting recurring business from same clients * Manpower Recruitment for MNC Clients, handling recruitment team * Submission of CVs as per JD with the help of portals, references, headhunting, and networking * Client Interaction for feedback and new positions, Interview Schedule, Payment Follow up | | Jan 10 –  Oct 10 | **Times Business Solutions Ltd.** Gurgaon  Designation: **Account Manager**  Accomplishments   * Successfully achieved target in special Dial Activity and campaigns & increased the volume of sales of Timesjobs.com in my territory, consistently met overall targets * Acquired accounts outside Delhi through strong networking in addition to Delhi/NCR   Role   * Handling of Enterprise/Key accounts which include top corporate & placement consultants   Responsibilities   * Closely interacting with the Product Team (Reviewing/ Testing company portal: Enhancements, Value-Added-Services, communication of innovative ideas) to enhance company’s revenue * Corporate selling experience in the area of integrated media solutions including a combination of print, online and career fair events * Selling “Timesjobs.com Job Fair Events” to corporate clientele and participating in the overall execution of the same | | Apr 08 –  Dec 09 | **Bird Group (Amadeus India)** Gurgaon  Designation: **Senior Executive - Business Development**  Certifications   * Certificate of Achievement for Enter the World of Amadeus Vista * Certificate of Achievement for Enter the World of Automated Ticketing Vista   Role   * Market Research, Business Analysis, Pre-Bid activities, Customer proposals and presentations * Contract formulation and management, Invoicing, promotion of Birders * Initiating contact with startup Airlines and providing them end to end business processes under Bird Information System, assist airlines with web services in order to integrate with travel portals   BIS (Bird Information System)   * Implementation and promotion of AIRS (Airline Inventory Reservation System) * Assistance of starting Integrated Call Center for Clients, web Integrations Implementation | | Apr 07 –  Apr 08 | **American Express**  Gurgaon  Designation: **Travel Councilor**  Awards / Achievements   * **The Aces Award for Exemplary Team Performance - 08**   Certifications   * Process Certification for Process Training with Centralized Solutions in Worldspan * Process Certification for Process Training with Centralized Solutions in Sabre * Process Certification for Process Training with Centralized Solutions in Amdadeus   Role & Responsibilities   * Accounting and reconciliation of corporate accounts, Analyzing travel patter data * Preparing MIS Reports, Working with corporate reservations * Exchanging tickets and re-driving tickets to the in-house Software (max) * Regular interaction with branches in solving any queries, working with 3 GDS simultaneously |   HOBBIES:Custom Chocolate Making, Creative Glass Art Work |