

NAME

CONTACT

+971XXXXXX

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Date of Birth : June-30-1989

Father's Name : Mr. XXXXX

Nationality : India

Passport No : XXXX

Present Location : Rolla, Sharjah

Visa Status : XXXX (Residence)

License No : XXXXX(UAE)

EDUCATION

Bachelor of Science – CXXXX
University (YEAR).

CORE STRENGTHS

- Administration.
- First rate customer service.
- Effective and persuasive communication.
- Judgement and reasoning.
- Decision making.
- Supervision and Management.
- Relationship building.
- Computer literate.

PROFILE STATEMENT

An enthusiastic business and project manager with vast experience in overseeing operations, marketing and project teams. Proficient in training teams and contract negotiations. Possess in-depth knowledge of customer engagement and developing new market leads in line with standard operating procedures. Currently seeking to work as a business development or brand manager.

CAREER EXPERIENCE

Project Manager

XXXXX

Dec 2017 – Present

- Plan and implement projects
- Help define project scope, goals and deliverables
- Define tasks and required resources
- Collect and manage project team
- Manage budget
- Allocate project resources
- Create schedule and project timeline
- Present to stakeholders reports on progress as well as problems and solutions

Head of Brand Partnership

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June 2016 – Dec 2

- Responsible for the development, negotiation and structuring of sponsorship packages
- Worked closely with organizations and liaise with clients, production teams and in-house departments
- Contacting potential clients via email or phone to establish rapport and set up meetings
- Directed team training , and supervised daily activities
- Contacting clients to inform them about new developments with the company's products
- Provide strategic direction and leadership to clients to develop successful plans, logistics and execution
- Developed relationships that helped to generate new businesses

Business Development Manager

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Sep 2015 – May 2016

- Develop client proposals and present at stakeholder meetings.
- Forecast future trends and orient strategies to capture maximum benefits.
- Coordinate with sales executives to better align company goals and tactics.
- Elicited stakeholder feedback and input through interviews and surveys.
- Evangelized customer products to investors users and media contacts
- Proposed marketing strategy ideas to optimize targeting of customers.
- Generated leads and prospect customers.
- Documented process flows and developed requirements for functional improvements and enhancements to maximize user engagement

CERTIFICATION:

SUN Microsystems & NIIT in
Web Component Development
using Java Technologies.

References: Available on request

Data Team Head (Content Management)

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Nov 2013 – June 2015

- Create, develop and manage content for organization's web presence (requires working with content management software)
- Sound knowledge of the ERP system used
- Ensuring to point out new ideas to the technical team to make the back end more user friendly
- Consolidated data from different sources to form one consistent and accurate source
- Completed various office tasks such as opening and closing the office, proofreading and administrative tasks
- Encouraged teamwork across departments to get the best use out of each department and individual
- Developed innovative tools to increase efficiency and quality while juggling multiple competing deadlines

Category Assistant

XXXXX

March 2012 – October 2013

- Assisting Category Manager's in pricing, uploading and positioning of products in their respective categories.
- Keeping a track of product prices in competitor portals and providing the same to the category managers
- Working with the Category Manager's in developing the category plan and strategies to improve the website.
- Coordinating with the Gadgets, Movies, Games, Toys and Books category manager's

Label Executive

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March 2011–March 2012

- Member of executive management team
- Defined marketing plan for distribution and marketing
- Surpassed revenue goals in consecutive quarters
- Preparing monthly, weekly or daily sales analysis reports.
- Supporting the sales team in achieving the sales targets. Collecting, analyzing, evaluating and accounting the information in order to increase productivity of sales.