**Arun Goyal** Mob No. 99884-77935

Languages: English, Hindi, Punjabi Date of Birth – 12-09-1984

Marital Status – Married Email - arunkumargoyal@gmail.com

**OBJECTIVE**

To seek a responsible & challenging position that gives me an opportunity for personal growth and professional advancement in pursuit of achieving company goals.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXAM | YEAR | UNIVERSITY/BOARD | INSTITUTION | |
| M.B.A. | 2008 | Punjab Technical University | Chandigarh Business School |
| B.A. | 2005 | Punjabi University | N.M. Govt. College |
| +2 | 2002 | P.S.E.B. | S.S.G.B. School |
| 10th | 2000 | P.S.E.B. | S.C.S.S.V.M. School |

**COMPUTER LITERACY**

1. MS Office, MS Excel, MS Word, MS Outlook, Open office

2. ERP.

3. Three Month Diploma on Accountancy.

**PROFFESSIONAL SYNOPSIS**

1. S.M.C GLOBAL SECURITIES PVT LTD. (June 2008 to June 2009)
2. J.M.& ASSOCIATES (July 2009 to April 2013)
3. M/S. B.V.G. INDIA LTD. (April 2013 to Feb 2014)

**Total Work Experience:** **6 Years**

* MAKING MARKETING STRATEGIES
* LAISIONING WITH VARIOUS DEPARTMENTS
* BUSINESS DEVELOPMENT (searching partner, retailers, distributors)
* NETWORK DEVELOPMENT, ESTABLISHMENT, MAINTAIN, ETC
* TEAM HANDLING
* HUMAN RESOURCES MANAGEMENT
* ANY OTHER FIELDS AS ASSIGNED BY CLIENT’S RECUIREMENT

**Work**

* 1.Identifying potential customers
* 2. Generating sales leads
* 3. Preparing bids
* 4. Technical and commercial discussions with customers
* 5. Closing the deal
* 6. Interfacing with customer during execution of order
* 7. Collecting payment
* 8. Making Policy and Strategies to Achieve Monthly and Annual Targets.
* 9. Searching out for New Potential Clients and convincing them for regular business.
* 10.Co-ordination within office team for campaigns

Interface Management

* Managing interfaces by developing scope clarity among various stakeholders' viz. internal departments, contractors and external agencies & focusing on the boundary areas.
* Ability to take a stand-off view to pre-empt grey areas and take corrective actions.
* Developing relationship with key personnel, contractors and other stakeholders.
* Preparation of Interface Management procedure to track and control interfaces.
* Sole responsibility for successful execution of project,
* Negotiate the price and quality,
* Survey and meeting with needy people, contacting them personally, realize their real need, and try to satisfied their needs including emotional needs
* Preparation the MIS report
* Arrange for the funds, effective utilization of funds and medicines and resources available to organization,
* arrange for new resources also
* More over online preparation of report, spreading of information to higher authority, appraise the project,
* Budgeting for new project,

**CO-CURRICULAR ACTIVITIES**

- Participated in district level cricket tournaments;

- Involved in social activities with various NGO’s;

- Participated in N.C.C. And Win “C” Certificate With “B” Grade.

**PERSONALITY TRAITS**

Ability to adapt quickly in a challenging work environment and work as a team player.

STRENGTHS- Hard working, Performance oriented.

HOBBIES- Playing Badminton, Travelling.

I, abovementioned, do hereby verify that the contents are true my personal knowledge.

Yours faithfully

Arun Goyal

Date:

Place:

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