**MANISH SHARMA**

Pandit Sita Ram Ki Gali Gopal Pura MORENA 476001 (M.P.)

Phone: 09993453111,9111115454

**E-mail: sharma.manish076@gmail.com**

**SALES & MARKETING PROFESSIONAL**

Seeking a challenging and rewarding opportunity with an organization of repute which recognizes & utilizes my true potential while nurturing my analytical and technical skills in the **field of Sales & Marketing .**

**Educational Qualifications:**

* Completed **Master of Business Administration (Marketing)** from Aditya college (Madurai Kamraj University) Gwalior.
* Completed **Bachelor Of Art** with 59% from, (JIWAJI University) Gwaliorin2008.
* Completed **Higher Secondary** with 60% from M.P.Board in 2005.
* Completed **High School** with 58% from M.P. in 2002.

**Industry Visited:**

* Visited Mc Donald’s Gwalior and made project on hygienic quality of Mc Donald’s .
* Visited K.S. Oils Limited Morena and made project on Business Expansion of the

Company .

**On Job Trainning**

**Blue Lotus Realtor Pvt. Ltd.\* Gwalior**

**Company summary:-**

Blue Lotus is Real Estate Company, based in Gwalior. Company is in to developing residential Flats and Townships.

**Industrial training-**

* **45 days Training in HCL Info system on topic on marketing analysis .**

**Company Summary -** HCL Info system is leading India's premier information enabling company which market HCL products in Gwalior.

**Training objectives –** Generating needs for company’s product in academic institute.

* **45 days Training in Reliance Money on comparative study of mutual funds .**

**Company Summary -** Reliance MoneyOne of the leading Online Share & Stock Trading Portal in India.

**Training objectives -** Obtaining knowledge about mutual funds

* **15 days Training in Godfrey Phillips India .**

**Company Summary -** **Godfrey Phillips India** the most respected tobacco company in India. A professionally managed corporate entity .

**Training Objectives -–** Promotion of steller.

**PROFESSIONAL EXPERIENCE**

* 15 month Experian’s **Real Estate Company Advance Infratech** Gwalior as a Marketing and Sales officer.

Develop a competitive business development and sales strategy, uncovering/ creating new opportunities, identifying dynamic and flexible solutions.

* **HDFC Bank LTD .** Morena as a Branch Sales Officer march 2012 to 05Nov2014 .
* Responsible for approaching prospective individuals/corporate houses/Institutions to open Savings & Current Account with the bank.
* Establish and maintain relationship with the clients.
* **Now Working**  **IDBI BANK LTD .** Morena as a Senior Sales Executive 19 Nov 2014 to Till Date .
* open Savings & Current Account with the bank.
* making presentation of company products & services, negotiating and closing deals.
* Sell company products to new and existing potential clients as per the sales targets. Clients mainly include and Individual/Corporate Houses/Institutes.
* Establish and maintain relationship with the clients.
* Follow-up for collection of payments.
* Report to the Branch Manager about daily activity and prepare status reports.
* Maintaining good relationship and providing service to the existing clients.
* Other duties as assigned.

**Computer Proficiency :**

* M.S. Office ( Word , Excel , Power Point ).
* Internet Savvy.

**Extra-curricular Activities:**

* Participated in Coolash Making at school level .
* Organized **‘Investor Meet’** for students at Aditya College Gwalior .
* Organized game shows like: TREASURE HUNT & TALENT HUNT of College Level.
* Participated in Dance Competition in School and College level.

**Strengths:**

* Confident, hardworking and optimistic.
* Self motivated and good communication.
* Dedicated and committed toward my work.
* Responsible and Sincere.

**Hobbies & Interests:-**

* Listening music, Net surfing, Bike Raceing, Traveling.

**MANISH SHARMA**

**Permanent Address:** Pandit Sita Ram KI Gali Gopal Pura Morena 476001, MP

**Contact:** +91 9993453111 ,9111115454; **E-mail:** Sharma.manish076@gmail.com **Date of Birth:** 12th July 1988



<Date>

<Name>

<Designation>

<Company Name>

<Address>

<City, State>

<Dear Mr. /Ms.> <Surname>

I am submitting herewith my resume for your perusal and favourable consideration for the post of < > in your company.

Review of my credentials will indicate that I am a qualified and high performing individual offering **an experience of** **2 year**

with excellent professional and technical skills achieved via rich cross-functional exposure across the industry.

I am an innovative thinker, able to apply analysis and creativity to problem solving. My core competencies are in the domain of **Sales & Marketing, Business Development, Operations Management, After Sales Service, Team Management and Client Relationship Management.**

Driven by high energy levels and technical competence I am confident of making visible contribution to company’s growth and profitability objectives.

Professionally I am looking for an opportunity that will help me utilize my skills in the above areas. My detailed resume is enclosed herewith for your kind perusal and consideration.

I am confident that you would find my strong initiatives and commitments to excellence coupled with demonstrated experience and exposure ideal for the position. I would welcome a personal meeting to further discuss your requirements and my ability to meet the same.

Thanking you in anticipation.

Yours sincerely,

**MANISH SHARMA**