

# Curriculum Vitae

## Rahul C. Dank

D-701 Om villa Opp Safari Hotel  
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### Personal Details

DOB 01st Aug, 1993

Religion Hindu

Nationality Indian

Languages Hindi, English, Gujarat

### Education Qualification

|        | Board/University       | Percentage | Remark   |
|--------|------------------------|------------|----------|
| H.S.C  | Gujarat Board          | 58%        | Pass     |
| B.com  | Gujarat University     | S.Y Drop   | S.Y Drop |
| Strata | CompTIA (Certified)    | 84%        | Passed   |
| CSCU   | EC-Council (Certified) | 76%        | Passed   |
| N+     | CompTIA (Certified)    | 84%        | Passed   |

### Experience

#### **IANT (Institute of Advance Network Technology)**

**2011 - 2013**

##### **(Marketing Executive)**

- Initially started work as marketing executing with IANT in maninagar branch
- Was making house calls for marketing, admission and counseling.

#### **IANT (Institute of Advance Network Technology)**

**2014-2016**

##### **(Senior Faculty)**

- Started working as Technical Faculty and was serving lectures on A+, N+, and MCSA (2008, 2012, and 2016) Cisco Certified Network Associate.

#### **IANT (Institute of Advance Network Technology)**

**2017-2021**

##### **(Branch Manager)**

- Experienced in counseling for different types studies to engineering students.
- Handled all the staff of the center and encourage them for work and work flow.

- Maintained regular MIS report
- Maintained ERP (Enterprise Resource Planning) system for management.
- To solve disputes if any occur
- Organize regular meetings with staff
- Counsel Students and Parents about the courses
- Handling Walk-in inquiries, telephonic inquiries, email inquiries etc.
- Responsible for entire student admission cycle: Prospecting, Counseling, Admission, Orientation, Support, Follow-up retention and Productive output
- Manage Fee Structure & Payments of Different programs
- Monitor class schedules to ensure smooth running of classes
- Clarify doubts of students and parents
- Collection of Outstanding Fees
- Collecting Students referrals from existing and walk ins.
- Lead generation through seminars in colleges, training institutes and educational events.
- Handle assigned administration responsibilities the job description may be amended any time.

**(Docthub Health Tech Private Limited)**

**2021-2021**

**(Aug-Sep)**

**(Sr. Business Development Executive)**

- Healthcare web products branding

**(Pixelmatrix Solution IT Software Company)**

**2021-Present**

**(Domestic Business Development Executive)**

- Identifying, qualifying, and securing business opportunities; coordinating business generation activities; developing customized targeted sales strategies
- Building business relationships with current and potential clients
- Understanding client needs and offering solutions and support; answering potential client questions and follow-up call questions; responding to client requests for proposals.
- Collaborating with sales and leadership to secure, retain, and grow accounts
- Creating informative presentations; presenting and delivering information to potential clients at client meetings, industry exhibits, trade shows, and conferences
- Creating and maintaining a list/database of prospect clients; maintaining a database (Salesforce, CRM, Excel, etc.) of prospective client information
- Cold calling; making multiple outbound calls to potential clients; closing sales and working with the client through the closing process
- Meeting all quotas for cold, active, inactive calls, appointments, and interviews; meeting or exceeding annual sales goals
- Maintaining a pipeline of all sales administration using CRM software
- Collaborating with management on sales goals, planning, and forecasting; maintaining short- and long-term business development plans
- Customer relationship management.

**CHNA Skill set**

MS Office (2003, 07, 13)

CSCU (Certified Secure Computer User)

A+(Hardware)

N+ (Networking)

CCNA (Cisco Certified Network Associate)

MCSA (Server 2012)

**Aptitude**

Ability to work with team and Individual can work with Focus and Contradiction

**Acknowledge**

I hereby acknowledge that all of the above give information by me is true and best of my knowledge

**Rahul Dank**