

Resume



MUKESH PANDEY

Business Development Manager

I am very organized in my task and responsibilities assigned to me. This helps me to do my work effectively and efficiently. I have been Appreciated and given Many Awards from my Company.

Contact Detail:-

Maher homes Shela Ahmedabad Gujarat, 380058

Cell:- # 8780183809,
#9714629590.

Email:-**mp961074@gmail.com**,

Education:

- Bachelor of Science, Magadh university, 2019
- Suresh Gyan Vihar University - Jaipur, RJ
- Sales and marketing Management 01-2021.

.Professional Certifications:

Diploma In Computer., Sikkim manipal (sasaram), 2018

Skills:

- Expertise in Using Microsoft Tools namely Word, Excel, PowerPoint, Outlook, Access, Word Perfect, Internet Explorer etc.
- Have good English-language skills both verbal and written
- Capable of working under pressure and meet deadlines as scheduled with quality in work
- Capable of taking Care of Customer Service Activities and Front Office Management

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- Administrative experience
 - Administrative updates
 - Administrative organization
 - Administering databases

- Administration and management
- System administration
- Administration knowledge

Work History

Bhaavya Interiors, Ahmedabad, Gujarat

Job profile-: Business Development Manager

Duration-: Oct.2020 –Current.

- To bring the new Interior designing projects
- To meet with the prospective clients and close the deals
- To collect the details about the upcoming projects Requirements
- I have Good repo with the organizations in building industries, marketing in real estate commercial, brokers at corporate level.

Seven Leisure pvt ltd.(Club \$ Hotel)- Ahmedabad, Gujarat

Job profile-: Asst. Manager Admin

Duration -: Jun-2017-Sept.2020 (32 Yr.3 Months).

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- Assigned tasks and directed admin Team, sports and Event
 - Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities
 - Monitored and evaluated personnel performance to complete monthly reviews, recommend advancement or address productivity concerns
 - Recruited, hired, trained and supervised staff and implemented mentoring program that offered positive

employee engagement

- Managed CRM database, including troubleshooting, maintenance, updates and report generation
- Trained employees in company and regulatory compliance requirements to promote conformance
- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors
- Coached new employees on administrative procedures, company policies and performance standards

• ***Responsibilities:***

- Greet visitors and direct them to the appropriate offices
- Perform accounting tasks, including invoicing and budget tracking
- Schedule meetings and travel arrangements for senior members of the company
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures proper flow of office procedures, and supports the office directors by carrying out common office duties. Maintains a positive and friendly company image by acting as the first line of contact to visitors, customers, and vendors in person, online, and via telephone. Manages correspondence by answering emails and sorting mail, Handles expenses and billing cycles.
- Manages reception area and looks after visitors
- Answers phone calls and transfers them as necessary
- Maintains accurate records for employee holiday requests
- Attends workshops and conferences when requested
- May take care of website functions and social media profiles
- **Greet visitors and direct them to the appropriate offices**
- **Contributes to team effort by accomplishing related results as needed.**

Life Fitness Point

Job Profile-: Sales Manager (sales)

Duration-: August 2016– June-2017

Responsibilities-:

As a CCE I take care of all the workshop related customer's complaints and responsible for taking care of the Customer's queries and feedback I take up the Collection of our gym.

Rajpath Club Limited

Job Profile- Receptionist

Duration-: June, 2015 to August 2016

Interests:

Watching News, Travelling, Listening Music., Playing Cricket

PERSONAL DETAILS:-

Name	Mukesh Pandey
Father's Name	Mr. Ram Pravej Pandey
Address (permanent)	Aurangabad (Bihar) 824303
Address (Present)	MaherHomes,Near Club O7 ,South Bopal
Date of Birth	07-10-1995
Marital Status	Unmarried
Nationality	Indian
Language Known	Hindi, English,Gujarati,Bhojpuri
EXPECTED SALARY	Negotiable
CONTACT NO.	8780183809,9714629590
EMAIL ID	mp961074@gmail.com,

Date: 01-Jan-2021.

Place: Ahmedabad

**Signature
Mukesh Pandey**

