

**Wasim M. Ajmeri**

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Opp Gulshan – E – Meher School,  
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**SUMMARY**

A quick learning ability allows me to adjust in any industry (worked in Call Centre, Education institution, Amusement Park, Recruitment Consultation firm, manufacturing unit etc.)

With having skills of being good listener, ready to learn attitude makes it easy for me to adapt into any organization with different work culture and product they are trading or dealing in.

**EMPLOYMENT HISTORY**

Canam Consultant Limited - Ahmedabad	11.05.2023 onwards
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**Title – Asst. Manager – Marketing**

- Managing and executing BTL, Canopy activities across Ahmedabad
- Lead Generation using BTL, TTL activities
- Associating with Coaching Professionals, Coaching Institutions, Colleges, Schools PAN India to bring them onboard under Outreach (iApply) platform for revenue sharing model.
- Managing a team of 2 Marketing Executives, Promoters and Vendors. Reporting directly to Branch Manager.
- Arranging Visa Counsellor (In House and Hybrid for all B2B Tie ups we have executed under
- Regularly emailing & calling all the B2B tie-ups with necessary briefing.

Podar World School – Ankleshwar	23.12.2022 – 15.03.2023
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**Title – Business Development Manager**

- Associating with Pre-School & Companies Across Ankleshwar, Jhagadia & Surroundings to get admissions from Corporates.
- Associating with societies to get admissions from residents.
- Associating with Societies & Corporates for Nuclear Activities and Events across Ankleshwar, Jhagadia and surroundings.
- Managing a team of 2 BDE & 2 PRE & 1 PRM. Operating from Ankleshwar location and reporting directly to GM – Mumbai HO.
- Examining and conducting ATL, BTL & TTL activities for Marketing, Advertising and Branding of Podar World School – Ankleshwar.
- Getting sponsors for Events organized across PAN India.

**Al Rahab Facility Management (Dubai)****October:21 – April:22****Title – Business Development Manager & Relationship Manager (Gulf recruitments and Poland)**

- Associating with labor camps across UAE to get local labor as well as getting candidates from UAE and Saudi market for Poland Type D Work permit.
- Associating with labor camps across UAE to accommodate the migrated employees from India, Nepal, Bangladesh and Pakistan.
- Maintaining relationship with existing HRs & doing a business tie up with new clients.
- All other administrative activities including MOM, correspondence, ticketing & pre-departure.

**WOODY OVERSEAS (Ahmedabad, India)****March:21 – October:21****Title – Business Development Manager & Relationship Manager (Gulf Operations and Poland)**

- Understanding the need of a candidate, putting them in an interview with client accordingly. Helping Head offices (at Mumbai) and provide candidates on regular basis.
- Direct recruitment tie – up across Gulf region.
- Handling Residency and Citizenship by Investment (RCI) Programs (Turkish Passport).
- Maintaining relationship with existing HRs & developing new clients.
- Process of ticketing and pre-departure
- Handling Woody Overseas' New General Insurance calling team also utilizing them in Recruitment process when required.

**AJMERA LAW GROUP (Ahmedabad, India)****Dec:2019 – Mar:2020****Title – Executive Assistant to CMD**

- Handling meetings & preparing MOM
- Correspondence with corporate (B2B)
- Taking part in Exhibitions & Executing preparation for events
- Helping Director in his daily routine work
- Booking train & Air tickets of staff travelling & maintaining scheduler of CMD & checking his itinerary accordingly
- Handling agencies & agents associated with organization
- Assisting in making sales & marketing strategies under RCI Programs
- Data gathering, maintaining data bank, scheduling a calendar of CEO & CMD

**VASANT MASALA PVT LTD (Ahmedabad, India)****Jul:2019 – Dec:2019****Title – Executive Assistant to Managing Director – Sales (PAN INDIA)**

- Handling meetings & preparing MOM
- Correspondence with corporate
- Sampling & approvals
- Taking part in active plant expansion @ Dahegam, Gandhinagar (Primary Level)
- Helping Director in FSSAI norms for Packaging & Labelling (Primary Level)
- Checking Work Orders & helping Director issuing Purchase Order
- Factory visit on regular basis for updates & feedback
- Engineer office visit for necessary location updates & any other updates as mentioned by Director

- Assisting in making sales & marketing strategies for domestic sales & distribution network
- Helping for trademark suggestions & guiding with proper answers to the query raised by Director under Class – 30 of Food Industry

<b>S R PLASTIC INDUSTRIES (Ahmedabad, India)</b>	<b>Aug:2016 – Apr:2019</b>
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**Title – Executive Assistant to Managing Director**

- Handling Administrative Activities
- Correspondence with corporate clients (Mostly Vardhman, Grasim, BSL Suiting etc.)
- Marketing & Promotional Activities
- Scheduling Production and Dispatch
- Dealing with Transporters
- Export & Import procedure handling.
- Sampling Approval & Feedback
- Corporate Houses & Unit visits across Gujarat
- Business Development activities like Exhibition participation (ITME – 2016)& Corporate visits

<b>WOODY OVERSEAS (Ahmedabad, India)</b>	<b>Dec:2010 – July:2016</b>
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**Title – Business Development Manager – Gulf recruitment**

- Understanding the need of a candidate, putting them in an interview with such clients. Helping Head offices (at Mumbai) and provide candidates on regular basis.
- Direct recruitment tie – up across Gulf region.
- Maintaining relationship with existing HRs & developing new clients.
- Process of ticketing and pre-departure

<b>POLO-RAK AMUSEMENT LLC (RAK, UAE)</b>	<b>Jun:2010 – Oct:2010</b>
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**Title – Guest Relationship Executive (Customer Service)**

- I use to handle customer escalation and queries.
- Handling the cash counter or sales counter when required.
- Use to be part of marketing team to promote packages to corporate clients.
- Making presentation & visiting corporate clients for marketing and promotion.
- Helping HR and solving the escalation issues within organization.
- Supervised a team of 40 customer service associates in absence of supervisor.

<b>CARAVAN SCHOOL (Ahmedabad, India)</b>	<b>May:2007 – April:2010</b>
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**Title – Admin Executive (Clerk)**

- Handling Parents query, Handling staff of teachers as well as bridge between Upper-level management and lower staff.
- Handling meetings and noting minutes.

**RELEVANT SKILLS**

Customer Service, Sales & Marketing, Administration, Head Hunting, SOP Handling and Creating SOP Etc.

**LANGUAGES**

1. **English** – Conversational (Read, Write, Speak)
2. **Hindi** – Conversational (Read, Write, Speak)
3. **Gujarati** – Conversational (Read, Write, Speak)

**EDUCATIONAL QUALIFICATION**

SR NO	TITLE	INSTITUTION	LOCATION	YEAR OF PASSING
1	BBA	GUJARAT UNIVERSITY	AHMEDABAD, GUJARAT	2007
2	ADIT (ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY)	ITCT	AHMEDABAD, GUJARAT	2007
3	HSC	GUJARAT HIGHER SECONDARY EDUCATION BOARD	AHMEDABAD, GUJARAT	2001

**PERSONAL INFORMATION**

Passport Number	U4246432
Date of expiry	1 <sup>st</sup> March, 2030
Marital Status	Married

**Declaration**

I hereby certify the statement made by me in this application including details of my education, carrier and profession are true and correct to the best of my knowledge and belief. References will be available when asked for it.

Yours Sincerely,

**AJMERI WASIM MANUBHAI**