

Manva Sagar

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A visionary leader with rich 15 years of experience in Education & Operation Management in Schooling & Banking Industry. An Excellent Communicator & flair for Marketing approach with key focus on customer amazement and optimal utilization of resources. A Service professional with proven expertise in creating safe, engaging learning environment for organization, and yielding stellar results time on time.

SKILLS

Management Skill: Business Analysis, Strategic Planning, Critical thinking, Problem Solving, Time Management, Leadership, Delegation, Team Building, Customer Service,

Operational Skill: Client Acquisition, Process Management, People Management, Branch Operation,

EXPERIENCE

EURO KIDS

AHMEDABAD, INDIA

Centre Head

12 - 2021 to Continue

- The overall development, performance and maintenance of the centre's activities to obtain the maximum efficiency, quality, service and profitability for the organisation:
- Manage the centre ensuring high quality business activities with maximum quality, service and profitability for the organisation.
- Ensuring that the team understands that the centre's profits and achievements are reflected in all its operations and activities– including relationships and risk management, Contribute to training and development of the team.
- Maintain overall centre responsibility for performing all duties in compliance with related legal/statutory, regulations, professional duties, responsibilities and obligations and insert as applicable e.g. Best Practice Guidelines.

ANAND NIKETAN SCHOOL

AHMEDABAD, INDIA

Senior Educator

12 -2017 to 12- 2021

- Teaching all areas of the primary curriculum & taking responsibility for the progress of a class of primary-age pupils, Meeting requirements for the assessment and recording of pupils' development.
- Motivating pupils with enthusiastic, imaginative presentation, maintaining discipline
- Organising the classroom and learning resources and creating displays to encourage a positive learning environment.
- Planning, preparing and presenting lessons that cater for the needs of the whole ability range within the class. Preparing and marking work to facilitate positive pupil development
- Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area.

KOTAK SECURITIES**AHMEDABAD, INDIA**

Deputy Manager – Operation

07-2007 to 10- 2009 & 01-2011 to 04- 2014

- Responsible to generate brokerage primarily through advising clients on their equity portfolio for long term investments as well as positional trading ideas in stocks for short/ medium term.
- Develop and maintain a long-term relationship with customers to maintain a high level of retention of the existing customer and also focus on generating new business.
- To maintain a synergetic relationship with Relationship Managers, by supporting their efforts to enhance business.
- Responsible to ensure all activities are in adherence as per Compliance & Risk.
- To provide Portfolio Management Services and Mutual fund Support System, ECRM.

KOTAK BANK**AHMEDABAD, INDIA**

Assistant Manager – Operation

10-2009 to 01 -2011

- Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks, traveller's checks, and series e bonds; answering questions in person or on telephone; referring to other bank services.
- Cross-sells bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative.
- Completes special requests by closing accounts; taking orders for checks; opening and closing christmas and vacation clubs; exchanging foreign currencies; providing special statements, copies, and referrals; completing safe-deposit box procedures.
Reconciles cash drawer by proving cash transactions; counting and packaging currency and coins; reconciling loan coupons and other transactions; turning in excess cash and mutilated currency to head teller; maintaining supply of cash and currency.

EDUCATION

MBA – FINANCE MARKETING**GUJARAT, INDIA**

NSVKMS. Gujarat University

04 2004 to 06 2006

BCA**GUJARAT, INDIA**

HL Institute, Gujarat University

05 2002 to 06 2004

ADDITIONAL INFORMATION

- Got best Employee Award in Customer Retention for Ahmedabad Branch in Year 2010 by Kotak Bank.
 - Awarded the title of being in the Best Influential Educator in Primary Section by Anand Niketan School in 2019.
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