**Bhumi Jani**

**Contact Address:**

6/Jagdshnagar Society,

Near Cadila lab,

Punit Crossing Road,

Ghodaser, Maninagar,

A’Bad- 380050

**Cell - +91 9974004211**

**Email- [dharaljani18@gmail.com](mailto:dharaljani18@gmail.com)**

CAREER OBJECTIVE

* To pursue a professional career in an Organization Where in I can constantly grow with in the company, acquiring specific skill at each level and giving my best efforts to work for over all stability.

**EDUCATIONAL QUALIFICATION**

1. ***I have completed Masters in Business Administration (MBA)*** with FINANCE as specializationfrom **NIS Academy (Reliance ADAG an NIS Sparta Ltd), Ahmedabad affiliated to Annamalai University, Chennai with Distinction.**
2. **Persuaded *Post Graduate Program in Business Skills*****(PGPBS)**with RETAIL as specialization from **NIS Academy (Reliance ADAG an NIS Sparta Ltd), Ahmedabad .**
3. **B.COM** from Gujarat University
4. **HSC** from GSEB with Distinction
5. **SSC** from GSEB with First class

##### EXPIRENCE &SUMMER TRAINING

* **From August 2010 to October 2010** I have completed summer internship from **Monarch Project & Fin Market Ltd.** understanding the basics and operational aspects of stock markets and equity segment and in Portfolio Management Service as my project.
* **From April 2011 to March 2012** I have worked with ADFC - a sister concern of **HDFC BANK Pvt. Ltd.** (**Credit card Dept.**) for a year as a phone Banking officer where area of work was to guide customers regarding different operations of bank related to Credit cards such as, CC processing, CC deposits, loans and payments. And also to solve customer’s query, to provide an appropriate solution and to sell add on products by giving proper information of the products and satisfying their needs.
* **From August 2012 to March 2013** I have also worked with an Event Management company for 9 months as an Event Manager where in KRAs were to handle operations into various domains like HR/Admin, Marketing, Accounts and field management too.
* **From April 2013 till May 2016** wasworking with SHR Solutions Pvt. Ltd. as an Asst. Business Development Manager which is an IT/BPO company. Wherein area of work is to generate leads by posting an advertisements on diff advertisement portals for various IT/BPO processes company is dealing with. To generate leads, to convert leads into prospects, to convert prospects into clients by selling them processes and to provide post sales services to the clients. While working with Aldiablos I got promoted as a Sr. Business Development Manager- TL, allotted with the team of six members and responsibilities increase from to provide them training and to get the business done from them.
* **From Aug 2016 to October 2017** with Trident Educational Service as a Branch manager wherein I was taking care of all the operations of the firm including marketing, admin, HR and finance.

**AREA OF INTEREST**

* Would like to work with any corporate where I can grow as a professional and I wouldn’t like to bind myself to specific area as I have learnt management- into numerous domains.

**ACHIVEMENTS**

* I have taken part in G.K. Quiz Competition. I secured 2nd rank at college level.
* I have taken part in Debate Competition at College level, where I secured 2nd rank.
* I have won inter collage competition (Between top B schools of A’ bad) called “Business Birabal”, where I came 1st among ten participants.
* Also won various sales competion like Derby 2013 and FIFA Championship with SHR Solutions Pvt. Ltd.

**Project Undertaken**

* Project regarding BFSI, Retail, and Telecom for PGPBS in the academic year 2009.
* I have Completed SIP project on Portfolio Management Service.

##### EXTRA CURRICULUM

I have participated in

* To participate into Garba and dance competition organized by School, college and different clubs and institutes
* Playing Basket ball
* To participate in social welfare activities and to contribute a bit to society which makes my life peaceful to some extent

##### COMPETENCIES

* Creative & Resourceful
* Ready to learn new
* Ability to work in team & lead the team
* Zeal to accept challenges
* Positive Attitude

##### COMPUTER SKILLS

* M.S. Office 2003 from ACT. I have secured A+ grade.
* Internet

##### PERSONAL DETIALS

Name                          :    Bhumi M .  Jani

Date of Birth             :    18th  October, 1988

Marital Status             :   Single

Languages Known     :    English, Hindi, Gujarati

Hobby                        :    Listening to Music, Playing Basket ball & Surfing

##### REFERENCES

Mr. Ajay shad

Director of NIS Academy,

Ahmedabad,

Ph No :9898086866

##### DECLARATION

I, Bhumi Jani declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Bhumi jani