

~ Sales & Marketing ~ Business Development ~ Counselor ~ Marketing Manager

SNAPSHOT

- ✦ A result oriented professional **with 4+** year experience in Business Development, Sales and Marketing, Product Launches/ Promotions & Client Relationship Management.
- ✦ Presently associated with GURUKUL INSTITUTE As a **Counsellor cum office executive in Dhanbad Jharkhand.**
- ✦ Extensive experience in consistently raising sales and profitability for the company.
- ✦ Proficient at maintaining cordial relationship with customers, ensuring quality and service norms to achieve customer satisfaction and business retention.
- ✦ Deft at providing value based services & solutions by understanding the needs of the client business.
- ✦ Experience in implementation of marketing/ sales promotion plans for business generation.
- ✦ Adept in steering bottom line profitability by ensuring optimal utilization of available resources.
- ✦ An effective communicator with excellent relationship building & interpersonal skills.

CAREER OBJECTIVE

To learn, perform & grow as a professional in an organization, which believes in tremendous growth, where in I can implement my skill and knowledge to the best of my ability in an effective and efficient manner, which will lead to accomplishment of organization as well as my personals goals and help to meet the demands of a challenging career with my total effort and energy.

Work Experience

Total work experience 4 Year+.

1. My previous job was in Crestia Polytech Pvt. Ltd. Till 5th April 2019

17-Jan 2016 to 5th April 2019

As **Sales Officer Deals** with Distirbutors in Dhanbad.

Job Responsibilities: -

1. Focus to achieve business target.
2. Monitoring of the Dealer/Retail and Sales Force activity in our area.
3. To hand over the business proposal to the target customer and explain in details of the company plans, and business prospects.
4. Follow-up of the Dealer and attend the follow-up call.
5. Will give the data of the Shop/Market and D.S.R. to the Head Office.
6. Full Stress on Conversion to Shop into Our Brand as per target.
7. Will be responsible for collection and dispatching of documents to the head office.
8. Full Stress on Data collection and conversion.

- **PAYTM**
- **1ST May 2019 to 12th July 2019**

As a Associate Sales Manager

Job Responsibilities:-

1. Focus to achieve given target.
2. Generate revenue for company.
3. Generate lead for company.
4. Marketing for PAYTM EDC machine.
5. Close sales of EDC machine.

GURUKUL EDUCATION (Proprietorship firm)

I am presently working with GURUKUL (IIT/JEE NEET/AIIMS. Educational institution

As a Marketing Manager cum Counselor

26TH August 2019 till now.....

Job Responsibilities:-

- Manage all department of this institute.
- Counseling of new student and parents.
- Provide the solution of student's problem
- Focus to grow the number of student in this institute.
- Manage Marketing work.

Achievements:

Generated a huge market and captured the different area of Jharkhand.

ACADEMIC/PROFESSIONAL QUALIFICATION: -

Qualification	Institute/School	University / Board	Year of Passing	Percent age
POST GRADUATION	P K ROY MEMORIAL COLLEGE DHANBAD,	BBMKU DHANBAD.	APPEARING	
GRADUATION	P K ROY MEMORAIL COLLEGE DHANBAD	VINOBA BHAVE UNIVERSITY HAZARIBAGH	2018	73.25
I.sc.(PCM)	J B C +2 SCHOOL JAMTARA	J.A.C. Ranchi.	2015.	56.40
Matriculation.	R K HIGH SCHOOL NARAYANPUR	J.A.C. Ranchi	2013.	74.20

ITS SKILLS

Office Automation & Internet Application.

EXTRA CURRICULAR ACTIVITIES

Participating in Social & Cultural Activities

SPECIAL APTITUDE

- To meet and tide over the challenges of a given responsibilities with sincerity and introspection.
- Eager to discover what ails the organization and to help remove the turmoil.
- Amiable nature.

HOBBIES

- To communicate and interact with several group of people and eagerly curious to know something new for social upliftment.
- Participating in cultural activities.

SKILL

- Strong motivational communication presentations with inter personal skills.
- Quick to initiative and work effectively.
- Make and maintain healthy relationships with my colleague and clients etc

PERSONAL STATEMENT

- I am well behaved, soft spoken, disciplined and sincere person with positive approach towards life.
- Excellent Communicator with exceptional talent for problem solving through reasonable thoughts and processes.
- Dynamic leader and mentor, able to build Team-cohesion inspire and empower individuals to strive towards ever higher levels of achievement.

PERSONAL PROFILE

Par. Add. : AT. Bhaiyadih Po+Ps- Narayanpur Dist- Jamtara Pin code- 815352
Father's Name. : Satyanarayan Mandal
Date of birth : 24th Feb 1998
Gender : Male
Language known : Hindi, English, Bangla, Bhojpuri
Marital Status : Unmarried
References :

I hereby declare that the above Information are true and correct to the best of my knowledge and believe.

Date: ----- Place : -----

Sign.