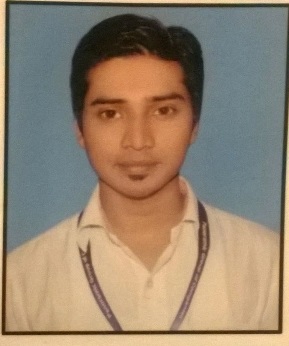
**PURAN PANDEY Add: -C-1, First Floor, RajuPark, Kanpur,**

**New Delhi – 110062**

**Email: -** [**puranpandey795@gmail.com**](mailto:puranpandey795@gmail.com)

**Contact No.: +91-8377912480, 8527038918**

**CAREER OBJECTIVE**

To obtain and work on a better position, to be equally demanding & rewarding, in a progressive company for its growth and my own professional and personal growth, **Over 9 years’** experience as a Team Marketing Manager .

**ORGANIZATIONAL EXPERIENCE**

**MAGIC HOLIDAYS**

***(24th September, 2012 – April 2014)***

***Roles & Responsibilities:***

It’s the Time Share Company, where **I’m working as a TELE MARKETING LEADER**, working and assistance to all works related to generating and selling Membership concept of the Company.

Responsible to handle a telesales team of 08 people in my team.

Responsible for assistance and maintain the customer flow in between branches of Delhi.

* Motivate team members.
* Listen to team members’ feedback and resolve any issues or conflicts.
* Monitor team performance and report on excel.
* Suggest and organize team building activities.
* Recognize high performance and reward accomplishments.
* Set clear team goals.
* Allocating daily jobs and workloads

**Achievement details**

Won **Outstanding Performance Award for 2013 - 2014**.

Won **Star Performer Award** for **Top Tele Marketing Leader for the year 2013**.

Won **Quarterly Star Award** for Oct to Dec 2013.

Won **Quarterly Star Award** for Oct to Dec 2012.

Won **Top Tele Marketing Leader award** in Dec 2013

Won **two free Trip contest held on all India basis** in Feb 2013(JIM CORBET) and in June (CHAIL).

Won **Top Tele Marketing Leader award** in August 2013.

Won **Top Tele Marketing Leader award** in May 2013

Won **Top Tele Marketing Leader award** in Jan 2013.

]

**PRIOR WORKING EXPOSERS**

**Signature Siestas Pvt. Ltd.**

***(December, 2011 – August, 2012)***

***Roles & Responsibilities:***

It’s the Time Share Company, where **I’m working as a TELE MARKETING LEADER**, working and assistance to all works related to generating and selling Membership concept of the Company.

Responsible to handle a telesales team of 10 people in my team.

Responsible for assistance and maintain the customer flow in between branches of Delhi

* Demonstrated knowledge of company's mission, purpose, goals, and the ability to help employees successfully achieve them.
* Monitor team performance and report on excel.
* Allocating daily jobs and workloads.
* Training new team members.
* Acting as a resource for other staff members
* Allocating daily jobs and workloads

**Country Club India Pvt. Ltd.**

***(September, 2010 – November, 2011)***

***Roles & Responsibilities:***

It’s the Time Share Company, where **I’m working as a TELE MARKETING LEADER**, working and assistance to all works related to generating and selling Membership concept of the Company.

Responsible to handle a telesales team of 12 people in my team.

Responsible for assistance and maintain the customer flow in between branches of Delhi.

* Allocating daily jobs and workloads.
* Training new team members.
* Acting as a resource for other staff members.
* Managing team performance and progress.
* Enforcing all company approved policies and procedures.
* Constantly looking for ways to improve processes.
* Monitoring the performance of junior staff.
* Completing team-related paperwork.
* Implementing new initiatives and making sure all staff understand them.
* Taking action to correct and staff shortcomings.
* Managing and monitoring staff attendance.
* Giving prompt and accurate information on individual staff member performance.
* Attending and participating in team meetings.
* Ensuring a clean, safe and friendly working environment.
* Reporting to senior managers.
* Monitor team performance and report on excel.

**Signature linkers Pvt. Ltd.**

***(NOVMBER, 2014 – AUGUST, 2017)***

***Roles & Responsibilities:***

It’s the Timeshare Company, where **I was worked as a Tele Marketing Manager**. Working and assistance to all works related to generating and selling Membership concept of the Company.

Now I am promote as a **Marketing Head** in 2017

Responsible for handle a telesales Team of 30 People and generate business from them and other marketing team I am also handling.

* Motivate team members.
* Listen to team members’ feedback and resolve any issues or conflicts.
* Monitor team performance and report on excel.
* Suggest and organize team building activities.
* Recognize high performance and reward accomplishments.
* Set clear team goals.
* Allocating tasks to staff
* Provided exceptional customer services with greeting and acknowledging all customers in a friendly, professional manner.
* Attending and participating in team meetings.
* Ensuring a clean, safe and friendly working environment.

**PRESENT WORKING EXPOSERS**

**Savan Holidays Pvt. Ltd.**

**(NOVMBER, 2017 - to continue ... ..)**

**Roles and Responsibilities:**

**This is TimesShare Company, I was worked as a Marketing Head. Work and assistance for all the tasks related to generating and selling the company's membership concept**

**I have a team of 50 people responsible for handling the telesales and generating business from them and I am also looking at other marketing teams. From this team we have to generate customer data.**

**• Inspire team members.**

**• Listen to the response of team members and resolve any issues or conflicts.**

**• Monitor team performance and reports on Excel.**

**• Suggest and organize team building activities.**

**• Identify high performance and reward achievements.**

**• Set clear team goals.**

**• Allocating tasks to employees**

**• Extraordinary customer services were provided with greetings and acceptance to all customers in a friendly, professional manner.**

**• Participating and participating in team meetings.**

**• Ensuring a clean, safe and favorable working environment**

**KEY SKILLS AND COMPETENCIES**

**(Supervising)**

* Ability to manage through others.
* Ability to work well with all levels of the organization.
* Superb coaching and mentoring skills.
* Prioritizing important tasks and ensuring they get done first.
* Excellent oral and written communication skills.
* Ability to follow and comprehend complex instructions, short correspondence, and memos.
* Able to quickly identify problems.
* Proficient with MS Office and various other forms of technology.
* Improving product quality and customer communications.

**(Personal)**

* Able to speak to both decision-makers and junior staff in a tactful and sensitive manner.
* Establishing good working relationships with colleagues.
* Ability to negotiate and influence.
* Integrity, humility and an entrepreneurial attitude.
* Friendly and upbeat attitude.

**ACADEMIC CREDENTIALS**

Bachelor in Arts from Agra University. (2010)

Matriculation (12th) from **U.P Board** (2007)

Intermediate (10th) from **U.P Board** (2005)

**PERSONAL DETAILS**

**Date of Birth** : 24th August, 1988

**Father Name** : Late Sh. Ramesh Pandey

**Marital Status** : Un- Married

**Hobbies** : Reading, Playing Cricket, Travelling

**Language Known** : English & Hindi

***Date:***

***Place: (PURANPANDEY)***