Chirag Taneja

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**Career Objective**

An Ambitious and highly energetic person, desire to succeed and deliverable to a position in your company. In a total of 3 years of experience in sales and marketing. Looking to join a dynamic company, bringing qualifications and experience to create potential growth and customer patronage.

**Key Highlights**

* 3 years of Work Experience in Sales/Customer service
* Multi-Sector experience in Edu Tech. , Franchises and Real Estate

**Professional Experience :**

**October 2019- July 2020 : Ziffy Homes**

**Responsibilities**

* Responsible for revenue generation through direct sales of inventory.
* To arrange a site visit and regular follow up with the client until closure.
* Calling on the leads and schedule daily visit.
* Maintaining an accurate records – Leads, site visits and customer profile.
* Presenting weekly and monthly reports.
* New property inspection from BD and sales perspective.
* Negotiating on selling rates with owners depending upon location and facilities available.

**Achievements**

* Awarded as Employee of the months continuously for 3 months (Dec 2019- Feb 2020)
* Closed an average of 25 transactions per month.
* Successful onboarding of 4 new properties as per the market demand.

**Feb 2018 – March 2019: Manager - Franchise Development (Investor Acquisition)**

**Responsibilities:**

* Making calls to business owners with the need to expand the business and arranging face to face meetings to acknowledge the client’s requirement.
* Designing, developed and maintained the sales process in the organization (including its sales, services, end to end solution regular sending weekly and daily reporting, taking proper actions to close gaps)
* Arranging face to face meeting with brands and investor on daily basic, visiting their place and doing brand meeting for a franchise location.
* Arranging events for brands meeting with the investors, do random calling to investors those are looking for new business
* Keeping track of all walking investors in event allocate the brands as per there requirements.
* Giving Presentations about our services to investors & Brands.
* Arranging con call between Brands, investors & reporting head.
* Executing procedure, performing detailed data analysis, reach conclusion, document results, & suggest ideas for efficiency. Recognize relevant issues & assess the risks associated with various client transactions.

**Jan 2017- Nov2017: Business Development Executive at Jaro Education PVT LTD (India)**

**Responsibilities:**

* Initial sales point of contact for all incoming client enquiries,
* Presenting the suite of products and services as needed
* Fee discussion and program proposal
* Establishing and maintaining existing and new referral networks and corporate relationships
* The profitability Process and Delivery
* Client point of call,
* Giving exceptional customer service.
* Manage the consultant network and streamline the internal process to expand the delivery capacity.
* Develop department process handbook for training purposes.

**Academics**

* Bachelor Of Business Administration (April 2015)
* Master in Business Administration – Finance and Marketing– Jain University Bangalore(2017)

**Certification & Achievements**

**Certification:**

* Diploma in sales and marketing from Chitkara University
* Advance Certification in Team management Skills

**Skills:**

Positive and Goal-oriented.

A quick learner with an extrovert attitude

Good Analytical and problem-solving skills

Advance Time management

Strong planning strategy

Effective communication both verbal and written

To resolve problem and issues

Strong customer focus which is customer- centric

Effective utilization of resources

**Personal Details**

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| --- | --- | --- |
| Date of Birth | **:** | 11 June 1994 |
| Father’s name | **:** | Ashish Taneja |
| Mother’s name | **:** | Anita Taneja |
| Nationality | **:** | Indian |
| Gender | : | Male |
| Mother tongue | **:** | Hindi |
| Languages Known | **:** | English, Hindi, Punjabi |
| Passport | **:** | M4006573 |

**Declaration:**

I hereby declare that above information is correct to the best of my knowledge and belief.

**Place**: Delhi **Chirag Taneja**

**DATE:**