**RESUME**

Name: **VINEET BHARDWAJ**

Address: S/O Ganesh Jha

“SANTAAN”, Near Blue Bells School,

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**Career Objective:**

Seeking a career where I can use my potentials and skills to its maximum resulting in the Organization’s progress as well as my development as a professional.

**Work Experience: 7 Years & 5 months**

**Current Profile:**

* **Senior Business Development Associate at Think and Lean Pvt. Ltd (BYJU’S), Patna (12th July 2021 – Till Now)**

**Job Profile:**

* Conducted market research and identifying potential clients
* Cultivated strong relationships with new clients, while maintaining existing client relationships.
* Collated and maintained client information in the CRM database.
* Worked closely with staff across departments to implement growth strategies.
* Developed and implemented sales strategies, client service and retention plans, and analyzing sales data to inform or update marketing strategies
* Assisted with drafting business plans, sales pitches, presentations, reference material, and other documents as required
* Managed multiple projects concurrently and meet deadlines
* Identified new business opportunities and partners
* Demonstrated strong interpersonal skills with the ability to engage effectively with various levels of management, staff, and clients.
* Developed excellent working knowledge of industry trends and improvements in processes.
* Managed complaints with calm, clear communication and problem-solving.
* Trained and mentored employees to maximize team performance.
* Planned and executed new strategies to increase sales.
* Developed team communications and information for meetings.
* Resolved customer queries and problems using effective communication and providing step-by-step

solutions.

* Exceeded goals through effective prioritization and consistent work ethic.
* Supervised work of contracted employees to deliver work on schedule.
* Enhanced working relationships by participating in team-building activities.
* Maximized customer engagement and satisfaction by delivering excellent customer service.
* Met schedule using excellent planning and coordination skills.
* Spoke to customers in multiple languages to resolve problems and answer questions.
* Actively addressed customers to fully understand requests and concerns.
* Achieved service time and quality targets.

**Past Experiences**:

* **Medical Representative at ARISTO PHARMACEUICALS PVT LTD at Deoghar (Head Quarter)(14th June 2018 to 11th May 2020)**

**Job Profile:**

* Organized appointments and meetings with community- and hospital-based healthcare staff
* Identified and established new business
* Demonstrated products to healthcare staff including doctors, nurses and pharmacists
* Organized meeting to understand needs of healthcare professionals
* Maintained detailed records of Sales and revenue flow
* Attended and organized trade exhibitions, conferences and meetings
* Managed budgets
* **Business Officer at ZUVENTUS HEALTHCARE LTD. – Godda (Head quarter) (15th May 2017 - 13th June 2018)**

**Job Profile:**

* Organized appointments and meetings with community- and hospital-based healthcare staff
* Identified and established new business
* Demonstrated products to healthcare staff including doctors, nurses and pharmacists
* Organized meeting to understand needs of healthcare professionals
* Maintained detailed records of Sales and revenue flow
* Attended and organized trade exhibitions, conferences and meetings
* Managed budgets
* **Agency Manager at Birla Sun Life Insurance Company - Deoghar (Aditya Birla Group)** (**11th Dec. 2014- 2nd Nov. 2015)**

**Job Profile:**

* Determined the granting of authority to agents as well as the products they may handle and their premium and exposure limits.
* Implemented the organization's general policies on the appointment, termination, renewal or reinstatement of agents and contributed to make decisions about individual cases.
* Negotiated compensation plans and new business/customer retention targets with agents, and directing them toward desired target markets.
* Monitored, reviewed and evaluated the performance of agents against their goals for premium growth and retention, loss experience and target markets.
* Worked in sales, marketing and/or product development for multiple lines of business.
* Negotiated and monitored marketing agreements with varied agencies, products and business conditions.
* Consulted on adapting the goals and targets of agencies to a spectrum of different market conditions.
* Evaluated and interpreted results, and their corporate impact, from agents in a territory or line of business.
* Trained others on utilizing electronic systems that record and analyze agents' sales and losses.
* Customized compensation plans and marketing targets with agencies when circumstances warrant.
* Recruited team of Insurance Advisors as per the corporate strategy e.g. Insurance Agents satisfaction and customer grievances
* Ensured and maintained levels of productivity as given
* Focused on and developed various business segments as per the sales strategy
* Upheld the brand image and ensured compliance with all internal as well as external regulations
* **Sales Executive at Drolia Medical ay Deoghar (09th September 2012- 10th December 2014)**

**Job Profile:**

* Arranged appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling;
* Made presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector. Presentations may take place in medical settings during the day, or may be conducted in the evenings at a local hotel or conference venue;
* Organized conferences for doctors and other medical staff;
* Built and maintained positive working relationships with medical staff and supporting administrative staff;
* Managed budgets (for catering, outside speakers, conferences, hospitality, etc.);
* Reached (and if possible exceeding) annual sales targets;
* Planned work schedules and weekly and monthly timetables.
* Regularly attended company meetings, technical data presentations and briefings;
* Kept up to date with the latest clinical data supplied by the company, and interpreted, presented and discussed this data with health professionals during presentations;
* Monitored competitor activity and competitors' products;
* Maintained knowledge of new developments in the National Health Service (NHS), anticipated potential negative and positive impacts on the business and adapting strategy accordingly;
* Developed strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector;

**Achievements:**

* Completed GSG-I & II in 5 months.
* Qualified two CDO STAR Certificates in month of Feb 15. & March 15.
* Ranked 82nd out of 100 FLS (Front Line Sale) on 19th March 2015.
* Achieved 80% with Certificate of Appreciation for online training program of Application Form Filling to Policy Issuance.
* Achieved 73% with Certificate of Appreciation for online training program on Underwriting Process.
* Got Certificate of Appreciation for online training program on Advisor Recruitment to Licensing Process.

**Academic Qualification:**

* B.C.A from UPTEC, Varanasi (U.P) 2011
* 10+2 from Jharkhand Academic Council, Ranchi in June 2007.
* S.S.L.C. from Central Board of Secondary Education in June 2005.

**Strength and skills**

* Good verbal and writing skills.
* Enthusiastically take up new responsibilities.
* Hard working and a good motivator.
* A fast learner and can give attention to details.
* Ability to work in a multi-cultural environment, establishing a harmonious and effective working relationship within and outside the organization.
* Team player
* Good communication and interpersonal skills.
* Business development expertise.

**Personal Details:**

Fathers Name : GANESH JHA

Date of Birth : 30th Jan. 1990

Language Known : English, Hindi, Bengali

Hobbies : Reading Books & Playing Chess

Declaration:

I do hereby declare that all information given above is true to the best of my knowledge.

Place: VINEET BHARDWAJ