Human Resource,Background verification and Sales Professional

**AVINASH YADAV**

**Phone:**+91 96549 93402  
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**EDUCATION**

**Bachelor of Business Administration (Hotel management)**

Graduated from Doon Post Graduation College of Agriculture, Science and Technology in batch 2013- 2016 with 74.4 % Marks, which is affiliated from H.N.B Gharwal University, Uttrakhand.

**10+2**

Intermediate from U.P Board of School Education, Gazipur in 2012 with 64 % Marks, which is affiliated from UP Board allahbaad, Uttar Pradesh.

**SKILLS**

* Team Leader/ Handling
* Communication skills
* Team Player
* Quick Learner
* Smart worker

**WORK EXPERIENCE**

July 2018 – Present  
**Sales Co-Ordinator (Delhi Region)**  
Tally solutions Private Limited ( On roll of Xpheno Private Limited)  
New Delhi, Delhi

Event Management   
• Publish the event calendar for the region.  
• Manage communication for the events – eDM, Attendance List, Invites, follow up Etc..  
• Coordinate with vendrs for event execution.  
• Execution of the events as per SoP.  
• Capture the attendance and event lead.  
Maintain the prospects database for the region   
• Manage the communication with the database.  
• Tele calling, Mailing.  
Vendor Management  
• Manage relationships with vendors.  
• Liaison with the procurement and commercials team to facilitate invoicing and vendor Payments.  
• Partner Activity Management  
• Manage the certificate sustenance of the partners.  
• Co-ordinate with Certified partners to track the activities done.  
• Publishing updates to the partners.

October 2017 – June 2018  
**Senior Business Development Executive**  
Vleader Verification Services Pvt Ltd  
Gurugram, Haryana

Conducting research to identify new markets and customer needs.  
• Generating leads with corporate clients and working on the leads  
• Managing and maintaining a good network within the HR network to facilitate building of brand name and business  
• Client Meetings   
• Promoting the company’s products/services.  
• Developing proposals for various prospective clients  
• Keeping records of sales, revenue, invoices etc.  
• Providing trustworthy feedback and after-sales support  
• Build long-term relationships with new and existing clients.

April 2017 – October 2017  
**Freelancer Business Developer and Verification Consultant**  
Gurugram, Haryana

Researching organisations and individuals online (especially on social media) to identify new leads and potential new markets.  
• Researching the needs of other companies and learning who makes decisions about purchasing.  
• Contacting potential clients via email or phone to establish report and set up meetings.  
• Planning and overseeing new marketing initiatives.  
• Attending conferences, meetings, and industry events.  
• Preparing PowerPoint presentations and sales displays.  
• Contacting clients to inform them about new developments in the company’s products.  
• Developing quotes and proposals.  
• Negotiating and renegotiating by phone, email, and in person.

March 2016 – April 2017  
**Executive Employee Verification**  
Securitas India Pvt. Ltd.  
Gurugram, Haryana

Quality Specialist & Backup SPOC  
  
Responsible for Client coordination, interaction and services.  
• Ensuring Quality and Authentic reports deliver to Client based on the complete findings.  
• Maintaining and handling Client based MIS Trackers.  
• Responsible for generating the invoice on monthly basis with respect to the deliverables.  
• Billing.   
• Ensuring the quality standards and deadlines are met.  
• Achieving of Booking and Billing target monthly wise.  
• Coordinating with Other Teams and get the verification done without any delay.

April 2015 – March 2016  
**Executive Operation**  
Fly with Us Pvt. Ltd.  
Rohini, Delhi

Responsible for Client coordination, interaction and services.  
• Support corporate as well as small group travel reservations.  
• Ensure to confirm availability plus convey tentative itinerary to repective traveler for approval.  
• Confirm reservations, distributes tickets along with confirmations to traveler.  
• Research on optimal travel alternatives.  
• Coordinate, supervise and implement every aspects of travel arrangements for staff, executives, athletes and production team.  
• Maintain queues to assure approvals as attained as well as deadlines are met.  
• Resolve organization travel related technical conflicts.  
• Research and resolve all incorrect charges with respected to entire travel program.  
• Review travel associated invoices as well as statements for accuracy plus codes for Accounts Payable.  
• Ensure to compare invoices with genuine travel transactions to validate every charge.  
• Verify entire group reservation request for correctness against meeting profile.  
• Identify most suitable as well as best quality service with reasonable possible rates.

**INTERESTS**

|  |  |
| --- | --- |
| * Watching Fiction shows | * Road Trips |
| * Traveling | * Gaining Knowledge |
| **PERSONAL DETAILS** |  |

Father’s Name: Late. Mr. Sugriv Singh Yadav Marital Status: Single  
Birthday: December 03, 1992 Nationality: Indian  
Gender: Male

**Declaration**

I, Avinash Yadav, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date: June, 2018 Avinash Yadav

Gurugram, Haryana