**Ravindra Karpe**

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**Summary**

Meticulous academic professional actively pursuing a Human resources and Business Development where learning management interfaces knowledge and drive for Client engagement will be valuable. Seeking an opportunity to apply 12 years of experience as Human resources and management to increase engagement and promote company development.

**Experience**

Matrix-healthcare and Diagnostics Center Dec 2019 to Current

HR and Business development officer   
Nashik, MH

* Applied creative insturaction methods to promote the client .
* Handling compliances.
* Analysis the overall business and do SWOT
* Use key processer indicators
* Make Social media marketing content.
* Pramot business with SMM.
* Explain the services and convince
* Handling high profile hospital and Doctors.
* Maintain the client and make Good relationship.
* Check whether service reach within time and solved any queries occuer.
* Conducting meeting with sales Executive .
* Design marketing strategy.

Vihaan Commerce Academy May 2015 to Current

HR and Business Development Manager   
Nashik, MH

* Handing the admission call and walk in clients and convert them on win win soluations.
* Focusing on developing business on applying new strategy.
* Optimized personnel coverage, preparing work schedules based on staff availability and forecasted demands.
* Smoothly facilitated communication between departments, management and customers to resolve issues and achieve performance targets.
* Defined and documented office procedures, using updated SOPs to provide thorough and comprehensive training for all administrative support staff.
* Served as aprimary lecturer for Commerce academic department.
* Utilized diverse teaching methods, including lectures, presentations and class activities to deliver the curriculum.
* Developed and adjusted course syllabus according to curriculum and university guidelines.

Harprem (S) Pte. Ltd. January 2014 to December 2014

Recruitment Executive  
Singapore

* Created and implemented highly effective and individualized human resource solutions for clients.
* Sourced and developed sourcing lead to an increase in the recruiting base.
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* Implemented employee engagement and development activities, presentations and training to maximize productivity and unite the workforce.
* Supplied tools, resources and education to company managers to enhance skills.
* Worked with HR management to devise and update policies based on changing an industry and social trends.

Forex trading (Pte Ltd) August 2013 to January 2014

Forex Trader and counselor   
Singapore

* Resolved conflicts and negotiated agreements between parties in order to reach win-win solutions to disagreements and clarify misunderstandings.
* Applied strict company and regulatory standards when producing contracts and documentation.
* Attended conferences, vendor events and workshops to meet and network with potential new clients.
* Organized projects by delegating tasks to appropriate personnel and overseeing quality control duties.
* Developed excellent rapport with custom builders to expand opportunities for growth.

K. ACADEMY May 2009 to July 2012

Tutor/Counselor   
Nashik, MH

* Stayed informed about new resources and learning strategies as well as detailed information about tutoring subjects.
* Attended to students in the classroom, study area and home environments to maximize support.
* Identified and removed obstacles keeping students from learning, helping to effectively complete homework tasks on time.
* Communicated with teachers to provide students with comprehensive support.
* Reinforced classroom learning with additional discussion and specially prepared problems.
* Built student self-confidence by working through stages of commerce concepts and using positive reinforcement techniques.
* Attended training and development courses to improve service offerings.

**Education and Training**

J.D.C. Bytco Institute of Management Studies & Research January 2010

Master in Computer Management : Computer Management

Nashik, MH

* Major in Visual Basic and Oracle, Management.
* Completed coursework in, Visual Basic and Oracle and Management.

Bhikusa Yamasa Kshatriya College of Commerce (BYK college)

Bachelor of Commerce: Commerce

Nashik, MH

* Completed coursework in Accounts, Economics, Management and Banking and Finance.
* Major in Management.

**Accomplishments**

* Process Improvement  
  Created a new departmental procedures manual. Assessed organizational training needs.
* Earned multiple recommendations and referrals due to quality and service.
* Implemented marketing strategies which resulted in 80% growth of customer base.

**Activities and Honors**

* Member, Alumni Association
* Attending State University session for commerce subject