

## VARUN J. BHAGAT

7, Pitambar Bldg, Lokmanya Nagar,  
Panvel, Navi Mumbai – 410206.

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### Summary

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Experienced Admin, Operations & Business Development professional with a demonstrated history of working in the Courier, Cargo, Logistics, Training & Financial Services Industry. Professional qualification of MBA (Marketing) and skilled in Administration, Facility Management, Vendor Management, Negotiation, Purchase, Operations, Sales and Marketing, Sales Coordination, Lead Generation, Customer Relationship Management and Event Management.

### Highlights

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**Administration**

**HR Generalist**

**Event Management**

**Purchase**

**Facility Management**

**Fleet Management**

**Vendor Management**

**Business Development**

**Voucher Authorization**

**Operations**

**Sales Coordination**

### Work Experience

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**The Professional Couriers, CBD-Belapur, Navi Mumbai.**

**October 2020 –Till Date**

#### **Sr. Manager – Admin & HR**

➤ **Responsibilities:**

- Corporate Office and 90+ branches administration and Facility Management.
- Managing the HR generalist activities.
- Monitoring the daily activities of 90+ branches, franchisees and providing support from the head office level as and when required.
- Overseeing the activities of the Area Managers, Franchisee Managers, Branch Managers, 250+ Field Staff and mentoring them.
- Appointing new franchisees.
- Invite & evaluate Air and Surface Co-loaders, Vehicle contractor's, Vendor's quotes and present comparisons and finalize the same to minimize costs and meet the organizations business needs.
- Authorising the Bills, Vouchers sent by the co-loaders, vehicle contractors, vendor, field staff, area managers and the branches.

**FranklinCovey Training & Consulting LLP, Santacruz (W), Mumbai.**

**July 2011 – September 2020**

#### **Senior Manager - Open Programs**

#### Responsibilities:

- Organize and execute daily, weekly, monthly plans for adding new opportunities and to drive revenue for the company.
- Generate the database of potential clients and contact them regularly to understand their training needs and offer solutions.
- Solely responsible for the entire sales process starting from identifying the prospect till payment collection.
- Prepare weekly, monthly, quarterly and annually sales performance and forecast reports.
- Mentor new sales representatives on sales strategies and processes.
- Organizing the program and managing the same starting from venue selection till the delivery of the program.

**American Express Services India Ltd., Bandra (E), Mumbai.**  
**Relationship Officer**

**June 2010 - June 2011**

Responsibilities:

- To undertake Business Development activity for Personal Cards.
- Conducting endorsements in corporate to promote Amex products.
- Catering exclusively to the HNI segment.

**Bharat Book Bureau (3B), C.B.D., Belapur, Navi Mumbai.**  
**Assistant Manager (Business Development)**

**1 Year 2 Months**

Responsibilities:

- Marketing of Market Research Reports and Online Databases.
- To create awareness about the company's products to the corporate.

**Professional Qualification**

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**Pursuing Strategic HRM Certification**

**MBA (Marketing), ICFAI National College, Vashi, Navi Mumbai.**

**2007 – 2009**

**Education**

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**Bachelor of Science, M.P.A.S.C College, Panvel, Navi Mumbai.**

**2007**

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**Computer Proficiency**

Completed certified course of MS Office, MS-CIT.

**Personal Details**

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Date of Birth	: 6 <sup>th</sup> September 1985
Marital Status	: Married
Languages Known	: English, Hindi, Marathi