

PANKAJ TIWARI

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Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills and work in responsible &. Challenging positions, where team- work and adaptability are required and hard work is recognised and rewarded.



Experience

Stonex India Pvt Ltd

28 Oct 2020 - Currently

Business Development Manager

- Managing North and West Mirco- Market Deligently.
- Handling Architects, Builder and High End Clients.
- Maintain relationships with Architect lobby to get regular business.
- Planning activities with Architect like- Small Gathering, Plant visits, Gifting.
- Procuring new Clients through direct contact, word of Mouth.
- Reviewing Clients feedback and implementing necessary actions.
- Remaining in tune with trends with consumption to ensure our offerings remain relevant.

Kixx Media Pvt Ltd

June 2017 - Sep 2020

Business Expansion & Market Research or Administration

- Ensure daily office operations are performed in seamless and efficient Manner.
- Managing office equipment, Organizing, Arranging coordinating for meetings.
- Dairy Management, Travel Management, Management in box.
- Handling internal and external communications.
- Ensuring company policies are followed.
- Ensuring rental rate by survying local rental rates calculating overhead costs.
- Optimize profits by controlling costs
- Support Pan India centres intems of rental, Electricity, and invoice or other daily activities.

Max Life insurance

NOV 2014 - APR 2017

Backend Associate

- Receiving transactions data on daily basis and re-organised it for analysis as per SOP.
- Handling customer queries received by Genral Office.
- Amendment according to the customer request after inspection documents.
- Coordinate with GO office for customer documents verification.
- Maintain coordination with the other team to get rectified the documents.

CSAV GROUP Pvt Ltd

Jan 2012 - SEP 2014

Process Associate

- Using Oracle to connect with the vendors internationally.
- Coordinate with clients and vendors for the necessary information.
- Implementing specific vendor requirements.
- Resolving the vendor problems concerning codes.
- Monitoring Invoice as if we found discrepancy.
- Activation and deactivation of codes
- Ensure to resolve the discrepancy on TAT.

SERCO

Jan 2011 - Dec 2012

Relationship officer -Amex Process

- Cross selling to existing customer and Acquisitions of new Customer.
- Provide solutions to the customer credit card need.
- Maintain and develop relationships with customer through person or Meeting.
- Prepare the sales reports.
- Review own performance and Air to exceeding targets.



Education

Jamia Hamdard University

2011

BBA - Bachelor of Business Administration

60%



Skills

Sales and Marketing --- Problem solving skills--- Quick Learner --- Team Building ---



Date Of Birth

06-06-1988



Martila Status

Married



Nationality

Indian



Father Name

Brahma tiwari