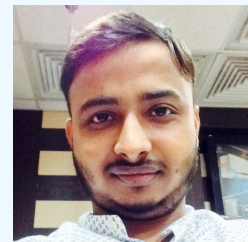


Pankaj Tiwari

H.104 B Chawala, Najafgarh
9911905403 | Pankajtiwari00@yahoo.com



Objective

To Secure a challenging position in a reputable organization to expand my learning, knowledge and skills , Highly Capable Marketing Manger 10 + Years of Experience leading new initiatives product awerness exponentially, performed extensive forecast, Influential growth strategist.

Experience

Business Development Manager

OCT 2022 - Working

NIBAV ELEVATORS PVT LTD

- Work on Architects to get leads
- Mainatain architect lobby to get fresh business.
- Meeting with new Clients.
- Mainatain daily scheduled for BDE to Allocate the location to get leads (Delhi, NCR).
- Coordinate with Managment for closing strategies.
- Elevators pricing qualification
- Planning with architect to visit our plant and small gatherings.

Business development Manager

28 Oct 2020 - 30 Sep 2021

STONEX INDIA

- Managing North and west delhi Mirco Market.
- Handling Architects, Builder , contractors and High End Clients.
- Maintain relationship with Architects lobby to get bussiness on regular basis.
- Following high end sites and architect to get more business.
- Prcouring new clients through direct contact or reffrences.
- Reviewing clients feedback and implementing necessary actions.

- Remaining in tune with trends with consumption to ensure our offerings remain relevant.

Business Expansion & Market Research

June 2017 - Sep 2020

KIXX MEDIA PVT

- Ensure Daily office operations are performed in seamless and efficient Manner.
- Managing office equipment, organizing, Arranging coordinating for Meetings.
- Diary Management, Travel Management and Management in Box.
- Ensuring company policies are followed
- Help to support new centre opening any pan india location.
- Visit the property inspection to get it verified as per company norms.

Senior Backend Associate

Nov 2014 - Apr 2017

MAX LIFE INSURANCE

- Handling customer queries received by General offices.
- Amendment according to the customer request after inspection documents.
- Maintain coordination with the other team to get rectified the documents.
- Receiving transactions data on daily basis and Re-organised it for analysis as per SOP.
- Coordinate with Internal team to rectify the documents.

Process Associate

Jan 2012 - SEP 2014

CSAV

- Using oracle to connect with domestic and international vendors.
- Coordinate with clients and vendors for verify to shipping Information.
- Implementing specific vendor requirements.
- Resolving vendor problem concerning codes issue.
- Monitoring the invoices as if we found discrepancy.
- Activation and deactivation of codes.
- Ensuring to resolve the discrepancy within TAT.

Relationship Officer - Amex Process

Jan 2011 - DEC 2012

SERCO

- Cross Selling to Existing and Acquisitions of new customer.
- Provide solutions to the customer Credit card need.
- Prepare sales reports.
- Reviews own performance and Target Accordingly on Monthly basis.
- Daily to do list to work on.

Education

Course / Degree	School / University	Grade / Score	Year
BBA	Jamia Hamdard University	68%	2011
12th Class	CBSE	60%	2007
10th Class	CBSE	60%	2005

Skills

Sales and Marketing Creative thinking Excellent communicator Technical skills Team work _ Target Driven Pro_Active approach. Self Motivated

Interests

Watching Movies

Interaction with New people

Languages

HINDI ENGLISH