**Manik Kaul**

kmanikkaul@gmail.com

**Phone Number: - 9906295301**

* A methodical, result oriented team player & leader, possessing outstanding leadership, communication, organizational and management skills.
* Proficient to work and perform under high pressure situations and meeting deadlines under diverse environments with a proven record of implementing business-centered strategies to contribute to organizational growth and profitability.
* Have gained the expertise to handle people, to be accountable, competent and motivated to reach the set goals. An approach that is systematic and structured, which is efficient, quality oriented and target driven for ensuring perfect and timely delivery.
* Clarity of thoughts has always motivated me to resolve all intricate and complicated issues in interpersonal relations and administrative matters.

***Professional Experience***

**BPO 2015-2019 as Customer Care Executive**

**Responsibilities:**

* Generating, maintaining and improving relations with the clients.
* Provide advice and guidance to clients and solve their queries etc.
* To handle emerging and unforeseen problems with out of box approach for problem resolutions as and when needed.

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**As Sales and Marketing Executive (Marble Industry) 2012-2015**

**Responsibilities:**

* Develop and implement new growth driven Marketing strategies for augmenting sales by client and meeting revenue targets.
* Liaise with existing and new clients. Serve as single point contact for client’s queries, question and service feedbacks. Assist client with new options and other related things.
* Identify & evaluate new properties for clients.
* Maintain all account transaction details and specifications.

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**Consultancy 2008—2012 as Recruiter**

**Responsibilities:**

* Successfully identified and sourced new clients to trigger organizational growth.
* Acted as intermediary between Company and Clients. Communicated client’s objectives regularly to the related department.
* Provide advice and guidance to clients on related issues.
* Ensured strict compliance with statutory rules
* Carried on correspondence with different management level of clients

***Educational Qualifications***

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| XII | Model Academy (J&K Board) |
| X | Army School (CBSE) |

***Personal Information***

Date ofBirth: 24thJune 1978

Hobbies:

* Listening Music,
* Watching Cricket
* Traveling.

I expect a conducive and congenial work ambience to act with my peers so that I am able to contribute to the best of my abilities for the company. I would love to face working challenges so that I am able to resolve problems those arise during implementations of a program

Remuneration: - Negotiable