

# **Sujay Rai**

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## **Objective:**

A Self-Starter and Quick Learner. Versatile Skill Set with Experience in Various Fields like Customer Service, Operations, Tours & Travels, Hospitality, Security Services, Marketing & Event Management, Client Servicing, Customer Handling And Precisely Good in Written and Oral Communication. Recognized Skills in Mentoring and Mediating Between Employees and Working In A Team As A Team.

## **Academics:**

**H.S.C (General Science)**  
**Maharashtra State Board Of Higher Secondary Education**

**S.S.C.**  
**Maharashtra State Board Of Secondary Education.**

## **Work Experience:**

### **1) Green Leaves Consumer Services Pvt Ltd (BigStylist)**

**Designation: Marketing Associate**  
**From 07<sup>th</sup> Feb 2017 - Till Date**

## **Job Role:**

- Handling & organizing a team consisting of 5-10 members for executing corporate events, retail events and other BTL activities.
- Cold calling to corporate clients.
- Corporate lead generations by various methods.
- Conducting & Organising Corporate Activities at Client's premises.
- Payment Collection & Invoice Handling.
- Managing & Organising Retail Activities At Mall's & Supermarket [BTL Activities].
- Client Handling & Client Servicing.
- Exploring New Opportunities for Brand Promotion, Brand Awareness & BTL Activities.
- Managing Customers & Customer Queries. Dealing with customer on field.
- Selling Corporate Subscription.
- Corporate tie-ups and exploring new verticals of growth by engaging with clients.

## **2) BYG-Book Your Game**

**Designation: Marketing Intern**

**From: September 2016 To: January 2017**

### **Job Role:**

- Co-ordinating amongst team consisting of 5-8 team members.
- Cold Calling & Random/cold Visits to Corporate Clients for lead generations.
- Conducting & Organising Corporate Activities at Client's premises.
- Client Handling & Client Servicing.
- Exploring New Opportunities for Brand Promotion, Brand Awareness & BTL Activities
- Managing Customers & Customer Queries. Dealing with customer on field.
- Conducting College Brand Promotion Activities.
- Selling Corporate Subscription & corporate tie-ups for future engagements.

## **3) Novus Ventures Pvt Ltd [Eventbaba.com]**

**Designation: Operations Executive**

**From: April 2016 To: August 2016**

### **Job Role:**

- Conducting & Organising Corporate Activities at Client's premises.
- Client Handling & Client Servicing.
- Exploring New Opportunities for Brand Promotion, Brand Awareness & BTL Activities
- Payment Collection
- Managing BTL Activities
- Day To Day Operation Management.
- Selecting Candidates for BTL & Corporate Activities.

## **4) MIAL Events & Promotion [Freelancer]**

**Designation: Promoter**

**From: August 2015 To: November 2015**

## **5) PlanObuild.com (formerly known as DesignObuild)**

**Designation: Jr. Market Research Associate**

**From: August 2014 To: May 2015**

### **Job Role:**

- Cold Calling & Fix Meeting.
- Client Handling & Client Servicing.
- Data Mining & Updating Database.
- On-Boarding of Clients.
- I.T Management, Network Management & Landing Page Management [HTML]
- S.E.O Optimization & Managing Google Business Page

**Computer Skills:**

- Microsoft Office
- System Maintenance (Software & Hardware)
- HTML (Basic)
- Networking (Basic)

**Skills**

- Problem Solving Decision Maker.
- Good Interpersonal And Communication.
- Ability to Work Individually or In Group.
- Ability To Grasp New Things, Willingness To Learn And Enjoy Working As A Team.

**Personal Details:**

Date of Birth : 12<sup>th</sup>, March, 1995  
Gender : Male  
Status : Single  
Nationality : Indian  
Languages Known : English, Hindi  
Interests : Football, Computing, Traveling, Swimming, Web Savvy, Interacting  
People

Place:

Date:

Sujay Rai