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SUMMARY

Six plus years' experience in Sale & Marketing , Learning and Development and HR(Recruitment & Screening) have proven success in team assignments and leadership roles, extremely effective communication skills and strong ability to handle situations have developed & groomed me to be a very confident person, ready to take on further challenges in life.

KEY RESULT AREAS

- Creative with effective organizational abilities by giving power point presentation to the client which had a positive impact on the sales revenue.
- Strong client relationship between Client & Organization
- Proven success in Operations and Support Functions (L&D & Recruitment)
- Developed and implemented telephonic and electronic sales strategy
- Capacity to resolve problems using initiative and creativity
- Generally promote and ensure good inter-departmental relations
- Display a pleasant manner and positive attitude at all times and to promote a good company image to client and colleagues.
- Maintains the highest standards of professionalism, ethics and attitude towards all clients, and colleagues
- Maintains professional business confidentiality

Academic Projects:

Project Name:

Career Growth and Development

Client : Century Real Estates

Description : Career growth and development refers to activities that improve self-knowledge and identity, develop talents and potential, build human capital and employability, enhance quality of life and contribute to the realization of dreams and aspirations. The concept is not limited to self-



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development but includes formal and informal activities for developing others, in roles such as teacher, guide, counselor, manager, coach, or mentor. Finally, as personal development takes place in the context of institutions, it refers to the methods, programs, tools, techniques, and assessment systems that support human development at the individual level in organizations.

WORK HISTORY

Organization name : Transformed Management & Training
Role/designation : Branch Manager
Period : From June 2014 to Feb 2019

Location: Dubai, UAE
Reporting: Managing Director

Key Achievement

- Reporting to Managing Director of the company.
- Responsible for the overall Admin, Marketing, Sales, and HRA Activities
- Responsible for:
 - Overall business targets.
 - Monitoring training activities to the Executives
 - Maintaining overall consolidated reports of center
 - Interviewing / recruiting candidates for the marketing department
 - Inducting new employees on process and procedures.
 - Guiding the team for corporate deals.
 - Conducting motivational meetings for the Team
 - Conducting regular performance reviews (every 10 days) and goal settings for the employees to guide them in a right direction
 - Coordinating with other departments and divisions for the smooth operation of center.

Organization name : Cegonsoft Pvt Ltd
Role/designation : Corporate Communication Executive
Period : From May 2012 to November 2014

Location : Bangalore
Reporting : CEO

Key Achievement

- Reporting to CEO of the company.
- Create company literature and other forms of communication.
- Create marketing and promotional materials.
- Design and launch email marketing campaigns.
- Perform keyword research in coordination with business objectives to optimize existing content and uncover new opportunities.
- Write original, powerful SEO content for blogs and websites.
- Attending calls- Receiving, and responding, as pleasantly as possible while trying to provide full information, and support to the caller.



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- Maintaining important documents, records, and files in a proper and organized manner.
- Assisting students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
- Clarifying pertinent information and discussing the implications toward students' academic success.
- Being accessible and available to students to respond to their questions and concerns.
- Helping students define and develop educational plans, assisting in the selection of appropriate course work and opportunities to achieve students' goals.
- Respecting students' individual needs and diversity.
- Assisting students to independently monitor their progress toward achieving their educational and career goals.
- Being knowledgeable about, promoting and referring students to appropriate campus and community resources and services.

Organization name : Karnataka Roller Skating Association
 Role/designation : Event Manager
 Period : From June 2011 to May 2012

Location: Bangalore
 Reporting: General Secretary

Key Achievement

- Responsible for revenue generation and also encouraging repeat business.
- Working closely with exhibition organizers, stand designers and contractors.
- Developing, implementing and managing events.
- Organizing trade fairs, conferences, away days, product launches.
- Managing relationships with sponsors.
- Maintaining a calendar of events for effective long term planning & management.
- Supervising & coordinate the activities of personnel, subcontractors & vendors.
- In charge of accommodation, schedules, travel, day plans and registration procedures.

Professional Achievements

- Outstanding Performer in the Month of December 2012 to February 2013.
- Joined as Counselor and was promoted as Corporate Communication Executive in a period of 4 months.
- Joined as Course Consultant was promoted as Center Manager in a period of 3 months.

Education

Bachelors of Business Mangement

Bangalore University

2011



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Personal information

DOB 14-Jan-1991 (Age 26 Years)
Marital Status Not Married
Languages English, Hindi, Kannada and Tamil
Known
Nationality Indian

(Deepika .B.L)



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