

MAYANK MATHUR

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Seeking challenging assignments in a growth-oriented organization that would facilitate the maximum utilization and application of my broad skills and expertise in making a positive difference to the organization

Highly competent and performance driven Leader with **12+ years** of experience in **Business Development, Revenue Generation, Account Management and Operations**; demonstrated ability to manage multiple priorities and developing solutions in a rapidly changing environment; Ethical, loyal and maintain a high degree of confidentiality

- Planned and implemented strategies that stimulate an organization characterized by high-performing individuals
- Experienced in collaborating with different Business Units and people at different hierarchical levels
- Demonstrated high performance standards with astute attention to detail and deadlines. Works well in diverse teams to achieve goals through effective communication and interpersonal skills
- Possess valuable insights, keen analysis and a team approach to implement best practices to achieve business excellence

CORE COMPETENCIES

- | | |
|----------------------|------------------------|
| Business Development | Client Servicing |
| Account Management | Decision Making Skills |
| Operations | Team Management |
| Grievance Handling | Proactive/Industrious |

EXECUTIVE HIGHLIGHTS

- Awarded for the best sales performer for the Quarter 14 times at Brickwork India
- Handled top billing clients at Infosearch & Brickwork as main point of contact through efficient Client relationship
- Successfully developed clients for Enspar, initiated sales for the company from Zero clients to about 20 in number in a span of a year
- Developed and maintained excellent working relationships with the clients across jobs
- Ensured the achievement of assigned targets on time
- Ensured 100% client satisfaction

CERTIFICATION

- Professional Certificate in Wealth Management** from National University of Singapore (NUS)
- Certified in Implementation of ISO 50001** from BSI
- Certified in Implementation of ISO 27001:2013

PROFESSIONAL EXPERIENCE

Infosearch ITES Pvt Ltd, Hyderabad

(Aug'19 -present)

Head- Business Development & Client Relations (Reporting to COO)

Key Deliverables:

- Responsible for Identifying opportunities, negotiating and closing deals for all the primary services and solution lines of the business for global clients including the domestic market
- Responsible for building client relationships at all levels and across different buying centers for existing and past clients
- Responsible for client retention and setting up meetings proactively with decision makers/ account holders to hunt for new opportunities for increasing business collaboration

- Responsible for liaising with internal groups - Delivery teams within the organization to close and fulfill client needs swiftly and ensure the highest client satisfaction
- Proactively search for new revenue generating opportunities to meet individual as well as team targets and following up on new opportunities for cross selling and up selling the solutions with existing clients
- Building deep understanding of existing accounts, organizational structure, strategic direction and challenges in order to increase levels of the business activity
- Collaborate closely with team members focused on sales to develop proposals, presentations for global clients and help achieve individual team member targets
- Responsible for account planning activities and accurate projection of growth for management review and also highlighting challenges/ bottle necks if any proactively for a timely resolution
- Managing the sales processes for closing client deals and Responsible for proper forecasting, meeting and exceeding the budgeted numbers
- Responsible for ensuring the expected budget numbers on each accounts and liaison with internal stakeholders to ensure the teams are set up as per the client expectations within the budget approved internally by management
- Overall responsible for meeting the financial budgets of the organization are met and accordingly plan and manage the revenue growth

Brickwork India Pvt Ltd, Bangalore

(Mar'14 -Aug' 19)

Sr. Associate Lead - Client Relations (Reporting to Sr. Team Lead - Client Relations)

Key Deliverables:

- Responsible for Identifying opportunities, negotiating and closing deals for a specific clientele group in North American Market
- Operate as the lead point of contact for any and all matters specific to the clientele group
- Responsible for building client relationships at all levels and across different buying centers within the clientele group
- Responsible for client retention and setting up meetings proactively with decision makers/ wallet holders to hunt for new opportunities
- Responsible for working with internal groups within the organization - Delivery teams to close and fulfill client needs swiftly
- Proactively search for new revenue generating opportunities to meet the company targets and following up on new opportunities for cross selling and up selling the solutions
- Building deep understanding of existing accounts, organizational structure, strategic direction and challenges in order to increase levels of the business activity
- Collaborate closely with the delivery teams to develop proposals, presentations
- Responsible for account planning activities and accurate projection of growth. Also highlighting challenges/ bottle necks if any proactively for a timely resolution
- Managing the sales processes by updating the deals regularly on internal tool. Responsible for proper forecasting, meeting and exceeding the budgeted numbers

Enspar Energy Solutions, Bangalore

(Dec'12 -Feb14)

Business Development Manager (Reporting to MD)

Key Deliverables:

- Involved in Business Development for pan India focusing on generating revenues for the company in the field of Energy Conservation and solutions.
- Developed and maintained excellent relationships with the clients for business excellence
- Handling clients such as Aditya Birla Nuvo, Jockey, Yokogawa India, Roush, K Mohan (Marks & Spencer's), India Info line, Century club, Trinity Beverages, Garuda Mall, Accor, Barbeque Nation, Indus international Schools to name a few.
- Ensured 100% client satisfaction by providing effective service.
- Handling the entire operations of the company including Administration, Vendor Management, Accounts and Project Management.
- Providing support to the Audit team in conducting the Pre-Assessment and Detailed Audits.

ATOS INDIA Pvt. Ltd, Hyderabad

(Feb'12 - July '12)

Operations In- charge-(Sr.executive-Sales & Operations) (Reporting to National Retail Head)

Key Deliverables:

- Managing the day-to-day Operations of the Hyderabad Cost Centre, Focusing on sales team, client interaction, Corporate Sales and data generation to build sales, Accounts Management for effective budgeting and cost management of the Hyderabad Centre and Vendor Management.
- Responsible for national level sales lead generation and Distribution.
- Responsible for managing/Authorizing Time sheets of entire vertical employees.
- Part of a Project on total outsourcing of Financial Accounting to Third Party.
- Working also as a SAP Consultant for maintenance of customer and vendor info records, billing, Credit management and Third party sales

IIPM Pvt. Ltd, Hyderabad

(Sep'10 - Feb '12)

Asst. Manager-Operations (Reporting to Senior Manager - Operations)

Key Deliverables:

- Managing the day-to-day Operations of the B-school, Focusing on Business Development, Accounts Management Maintenance and Vendor Management.
- Responsible for Generating revenue and Admissions by handling an Admission sales team.
- Handling the documentation of students for global exposure

Planman Marcom, Hyderabad (A Group Company of IIPM)

(Jan'10 - Aug'10)

Business Development Manager (Reported to CEO)

Key Deliverables:

- Involved in Business Development focusing on generating revenues for the company in the field of Advertising, PR, and Activation
- Developed and maintained excellent relationships with the clients for business excellence
- Ensured 100% client satisfaction by providing effective services
- Led the operations of the branch

Garwin Pumps Pvt. Ltd, Hyderabad

(May'07 - May'08)

Junior Manager- Production (Reported to CEO)

Key Deliverables:

- Facilitated the team in Production and Repair works.
- Conducted Audits for Compliance with ISO 9000.
- Ensured proper Production Schedule
- Collaborated with the Sales Team for Customer Inputs and Client Servicing

SCHOLASTIC CREDENTIALS

- MBA with specialization in Finance & Marketing** from IIPM, Hyderabad in 2010 with 74.87%
- B. Tech specializing in Electronics & Instrumentation** from AEC, JNTU, Hyderabad in 2007 with 58.34%
- SAP-SD from Koti IT Technologies.**
- Intermediate (MPC)** from Gowtham Junior College/State Board, Hyderabad in 2003 with 91.5%
- High School** from Niraj Public School, ICSE Board, Hyderabad in 2001 with 80%

SUMMER INTERNSHIP

Organization: Hyderabad Industries Limited

Duration: 1 ½ months (Jan'09 - Mar'09)

Responsibilities:

- Involved in Financial Management focusing on the aspects like Cash Management Services (CMS), Comparison study for CMS, Analysis of Financial Results of the company, Product Performances, Feasibility Report for a new Project, and Debtor Analysis

DESK PROJECTS

- Done a project on **Investment Analysis and Portfolio Management**
 - Conducted Risk Analysis on ITC's Stock and recommended its pros and cons to Customers
- Accomplished a project on the **Marketing Strategies of Ohri's Group of Hotels**
 - Analyzed the portfolio of Hyderabad's leading hotel chain
- A Project on **Marketing Research for Ohri's Group of Hotels**
 - Conducted a market survey to determine the most favorite Ohri's joint and understand reasons for its success
- Done a project on **National Economic Planning**, on the topic **American Supremacy is a boon to the world**
 - Analyzed the benefits of having America as the superpower of world

OTHER PARTICULARS

- Attended management workshops on **Organizational Behavior and Communication Skills**
- **SMG Coordinator** at IIPM, Hyderabad
- Executive Member of event organizing committee for the events **Aagman-08**, a cultural fest and **Amaze-08**, a inter College fest conducted by IIPM Hyderabad
- Executive In-charge of Enquesta-06, Enquesta-07, a National Level Symposium conducted by Aurora's Engineering College

PERSONAL DOSSIER

Date of Birth: 28th June, 1985
Languages known: English, Hindi, and Telugu
Location Preferred: Hyderabad
References: Would be furnished upon request
Notice Period: 2 month