

# Arpit Goswami Aatreya

Manager And  
Administrator

## Contact

**Address**  
Jaipur, Rajasthan, 302006  
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## Skills

Strategic Planning	<div style="width: 100%;"></div>	Excellent
Advanced interpersonal skills	<div style="width: 100%;"></div>	Excellent
Time management	<div style="width: 100%;"></div>	Excellent
Employee Development	<div style="width: 100%;"></div>	Excellent
Relationship/team building	<div style="width: 100%;"></div>	Excellent
Profit enhancement	<div style="width: 100%;"></div>	Excellent
Problem-solving skills	<div style="width: 100%;"></div>	Excellent

Professionals seeks a challenging position in an esteemed organization, where in delivering creative career and co-operative work culture that fosters the overall growth of the organization. To use my intellectual abilities and knowledge in achieving the organizational goals.

## Work History

2019-05 -  
Current

### Business Development Manager

*Market Funda, Jaipur, Rajasthan*

- Educated clients on various financial matters and provided professional recommendations on investment opportunities, products and services based on each clients' individual needs.
- Assisted brokers and advisors with servicing clients by preparing financial plans, conducting investment research, and completing trades and transactions.
- Met with clients to generate new business and negotiate contracts.
- Met and collaborated with existing and prospective clients to ascertain financial goals and provide recommendations on investment solutions.

2013-05 -  
2018-09

### Floor Manager

*Palace atelier, City palace, Maharaja Sawai Man Singh II Museum, Jaipur, Rajasthan*

- Ensure Museum is Kept to Company Visual Standards.
- Maintain Product Knowledge.
- Hire, Train, and Develop Sales Staff.
- Negotiate Deals with Customers.
- Monitor Store and Employee Key Performance Indicators.

2012-07 -  
2013-01

### Salon Manager

*Style and Scissors Salon, Jaipur, Rajasthan*

- Oversee daily salon operations
- Hire and train beauticians, as needed
- Organize employees' shifts, considering peak times and seasonality
- Order beauty products, like creams and essential oils and replenish stock
- Arrange for regular maintenance services for all equipment

Excellent

Decision-making skills

Excellent

Staff motivator

Excellent

- Apply hygiene practices across all beauty stations
- Ensure all beauty treatments meet high quality standards
- Maintain staff records, including salaries and working schedules
- Promote services, products, and discounts on social media
- Receive payments from clients and track all transactions
- Keep updated records of costs and revenues (e.g., daily, monthly, and quarterly)
- Run online competitions and offer discount packages to attract new customers

2005-01 -  
2010-01

### Collections Manager

Riddhi siddhi enterprises concern of reliance infocom Pvt. Ltd, Jaipur, Rajasthan

- Coordinating activities of staff members to ensure a smooth and efficient department that reduces number of cases that are overlooked.
- Oversee collection of outstanding credit and invoices to minimize profit loss while ensuring it is handled appropriately and per company policy.
- Creating and implementing strategies to increase the number of successful collections on outstanding debt.
- Recruiting, hiring, training, and evaluating staff members within the collections department to ensure enough staff members are available to handle the workload.
- Developing goals that complement the overarching business goals of the company and coordinate staff to continually meet and exceed goals.
- Run reports and analyze data pertaining to the department and share with executive staff and managers of department staff as needed.
- Communicating with clients to build and maintain a strong working relationship and reduce the number of clients who stop working with the company.
- Implementing credit policies and procedures that retain a smooth running of the department and avoid excessive credit limits.

## Education

2002-01 -  
2006-01

### BBA

Sikkim Manipal University

Senior Higher secondary from education board  
Rajasthan

## Personal Details

### PERSONAL DATA: -

Father's Name: Late Mr. Rajesh Goswami

Date of Birth: April 17, 1982

Sex: Male

Nationality: Indian

Marital Status: Married

Salary: As per company norms