

PROFESSIONAL SUMMARY

- ❑ About 30 years of working experience in functional areas of Training, Sales, Marketing, Liaising, Finance and administrative activities.
- ❑ Academic activities and development of content and administrating the quality as well as maintaining discipline and position of the branch.
- ❑ He brings wide range of Training techniques and concepts,
- ❑ He is an excellent communicator, motivator
- ❑ Responds well to pressure, result oriented
- ❑ He is a proactive and able to take the initiative creatively
- ❑ He motivates and inspires his team
- ❑ He works within a budget and time for an assigned target

SKILLS

Training: Planning, Team leading, Strategic building, Liaising, Training, Counseling, Organizing trade fair and Branding, Placement, corporate relationship.

Finance: Accounting, Budgeting, Documenting with Banks.

Marketing: Counseling, Organizing, Administration, Coordinating, Reporting.

TOTAL EXPERIENCE

since **1992 to June'2023**

Gandhi Institute For Technology (GIFT). Autonomous

Since June'21

Organization: Gandhi Institute for Technology (GIFT)

Role: Associate Professor (MBA)

- Training and teaching for MBA courses like Corporate Accounts, Fundamental of Accounting, Business Economics, Business Law, Principle of Management, Financial Management
- Brand building for the organization
- Student Acquisition for the GIFT, conducting seminars & activities to get student admissions
- CSR Activities running in different degree level colleges in the state for soft skill and computer skill
- Providing and promoting pre-placement training to MBA students

ICA Edu Skills Pvt. Ltd., BBSR

Since Feb'18 – May'21

Organization: ICA Edu Skills Pvt. Ltd

Role : Sr. Manager (Training & Sales)

Projects Undertaken:

- Responsible for the university alliance program business development
- Responsible for student's acquisition and supervising academic performance in the preview of university rules.
- Recruitment & administrating the internal staffs and reporting to HQ.
- Providing consulting services to emerging organization under educational and training and development profile
- Skill Training under Odisha Skill Development Authority under franchisee mode in the state for training & placement of unskilled graduates in the field of Accounting and Banking
- CSR Activities running in different degree level colleges in the state for soft skill and computer skill
- Providing and promoting pre-placement training to unskilled students from different university in the state

Fazlani Altius Business School, BBSR

Since May'12-Oct'2016

Organization: FABS,

Role: Manager (EAST), India, Training & Talent Acquisition

Challenge: New Brand, New Concept, Setting up Team, Local Branding, Promotion Budget, No structural Effective training of marketing Team, Effective results in short period, High budget product for Odisha market.

Actions:

- Responsible for the business development of state center & reporting to HQ
- Setting Training strategy for Staffs & Students
- Determine current staffing needs and produce forecasts
- Develop talent acquisition strategies and hiring plans
- Lead employment Training
- Periodical assessment with proper training to improve employability
- Plan and conduct recruitment and selection processes (interviews, screening calls etc.)
- Take steps to ensure positive candidate experience
- Assist in employee retention and development
- Supervise recruiting personnel Training
- Organize and/or attend career fairs, assessment centers or other events
- Use metrics to create reports and identify areas of improvement

International Institute of Planning & Management, (IIPM) BBSR

Since April'10 – Mar2012

Organisation: IIPM,

Role: Sr. Manager (Training & Marketing)

Challenge: Team Building, Local Branding, Promotion Budget, Effective training of marketing Team, Effective results in short period, High budget product for Odisha market.

Actions:

- Building of Team for Training & Retention strategy,
- Excellent Selling skills (concept selling i.e. educational programs)
- Target orientation
- Good Communication in English
- Self-motivated team Player
- Quality testing for the academy & effective enrollments
- Administration and execution of the strategy in the organization
- Heading the department & coordinating with the National head student acquisition.
- BTL activities – events, direct marketing, seminars, competitions, festivals etc.
- Relationship Building with prominent Institutes and Citizens,
- PR activities

WLC College India, BBSR

Since April'08- Mar'2010

Organisation: WLC COLLEGE INDIA LTD,

Role: FACULTY-Training & PROGRAM MANAGER

Challenge: Prepare the competent professionals fit to the changing scenario. Using practical exposure impart the skill and knowledge among the upcoming generation. Presenting unique feature of 'learn while earn' in Orissa market.

Actions:

- Developing the content for workshop.
- Developing rapport with regional and national based corporate to avail traineeship for the students.
- Maintaining existing relationships with schools and individuals across the region,
- Devising plans which meet schools' needs.

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- Develop relationships with new customers, government officials and other stakeholders.
- be responsible for raising organization's profile in the education sector and
- Supporting the training needs of the business schools.
- Contribute with the development of new strategic relationships and existing key accounts leading to significant new business.
- Heading the department & coordinating with the Campus head.

Geetup Inc, BBSR

November '06 – April 2008

Organisation: Geetup India,

Role: Relationship manager (Sales & Training)

Challenge: Marketing for a newly set up software concern and branding for the company.

Actions:

- Markets for the customized products.
- Handling the relationship with the corporate clients.
- To manage marketing mix and identify and prioritize promotional tools for advertising, promotions, Direct marketing, events
- To continuously measure the marketing results and their impact on targeted audience
- To prepare, maintain and review marketing budgets
- Creativity, Analytical & Numerical ability to handle offshore clients
- Collecting the requirements for the clients and selecting and recruiting as outsourcing from India, USA & Canada.
- Proficient and Hard Working to establish a new brand digital marketing in US market.

Achievement: Six month personal visit to the client Clockware Inc, Redwood City, California, US, under the sponsorship of Geetup Inc, from March 2007 to October 2007.

De Tutor, BBSR

March 1996 - Oct. 2006

Organisation: De Tutor, BBSR

Role: Centre In charge (Teaching and Marketing)

Challenge: - A regional Educational institution that imparting coaching for council and degree courses for different streams.

Action: - I worked as the center head and Administrator for establishing of the organisation.

Responsibility:-

- Gathering business requirement by having detailed records and documentation process.
- Creating base for the new organisation and set up the structure as well as the marketing strategies for the successful running of the business.
- Business development and Revenue Generation.
- Team Management.
- Maintaining quality Delivery and Operations.
- Strategy planning.
- Looking after placement of the students, Conducting feedback
- Planning for training of team member,
- Managing Overall Center,

Achievement: started with one center of 45 students and enriched the center performance with 2 more centers at Bhubaneswar and 1 center at Baripada.

M/s MAATRA ANCILLARIES Pvt. Ltd.,

May 1992 - Jan 1996

Company: Maatra Ancillaries Pvt. Ltd. New Delhi,

Role: Accounts Executive

Challenge: - Maatra Ancillaries is a sister concern of Kalamkari Designs of leading designer Ritu Kumar. The unit was completely engaged with export and transportation as well as vehicle division of the organisation.

Action: - I worked as accounts assistant to issue and pass the invoices from different parties. I was maintaining

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the manual and computerized accounting records for the organisation independently.

Responsibility:-

- Maintaining the accounting records and managing the cash vouchers.
- Raising invoices and passing the bill from different vendors in compare to the purchase order.
- Plan, develop and execute sales strategies, often to meet an established quota.
- Maintain relationships with a specific number of customers to ensure personal attention.
- Maintaining account records, such as order history and forecasting reports.

Education and Trainings

- Master in Business Administration (Finance), 2005, VMRF, Salem, TN.
- Bachelor of Commerce, 1991, Utkal University, Bhubaneswar. Utkal University, Orissa.

Personal Data

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| Name | : | Prasant Sahoo |
| Father's Name | : | Sri A. K. Sahoo |
| Date of Birth | : | 20 th October, 1970 |
| Frequency | : | 7008197403 |
| Permanent Address | : | C/o- A.K. Sahoo Plot No-1394/95, Hanspal,Naharkanta, Khurda,Orissa. |
| Communication Skill | : | English, Hindi & Oriya |
| Area Preferred | : | Anywhere in India or US |
| Hobbies | : | Singing, Acting, Anchoring, Hosting Stage Shows etc. Event Management. |

Strength and Weakness

- Affirmative attitude to accept any dynamic opportunity.
- Motivator and challenge seeker

Date :

Place : Bhubaneswar.

(Prasant Sahoo)