CURRICULUM VITAE

PANKAJ KAUSHIK

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# OBJECTIVE: -

Intend to build a career with a leading organization with committed and dedicated people, which will help me to explore myself fully & realize my potential. Willing to work in organization and want to touch the most top level in work with the help of creative thoughts, planning and command over consumer handling with strong work ethic.

* Presently working with DANUBE PROPERTIES PVT. LTD as ASST. SALES MANAGER (sales and marketing) Since May 2018 to till date.

## RESPONSIBILITIES: -

* Generate leads and engage with companies through meetings & organize client visit to office.
* Enhancing relation with the associations of channel partners or brokers firm with the companies.
* Arrangements of client meet in different locations of north India or metropolitan city.
* Direct sales of properties of Dubai in Delhi-Ncr.
* Marketing work of brand through different ways like advertisement on cars and hoardings in Delhi Ncr.
* Handling lead from oracle software.
* Corporation representative between bank customer and the organization.
* Operational manager for back office executives and front office executives.
* Dealing with accounts section.
* Arrange the interaction session with the customer on the site.
* Generate leads and engage with customers through meetings & organize site visit.
* Collaborate with marketing and unit / area heads to run campaign at a regional level.
* Enhancing customer relations through day by day follow-ups’.
* Developing feedback or complaints procedures for customers to use, taking feedback and doing analysis. Making countermeasures to reduce complaints.
* Meeting with other managers to discuss possible improvements to client service.
* Arrange the seminar for the brokers and give the presentation of different projects.
* Attend the meeting with brokers and client and show them sample flat and proceed for closing.
* Attend the leads and given by company on the software oracle. Turn them to visit the office of the company.
* After the presentation with the client or broker update the data in oracle software.
* All the banking work like remittance letter and all procedure of purchasing of the property in dubai.

**Reporting to**: Branch manager and Territory head.

* Aravali college of engineering and management Faridabad as Asst. Professor PVT.LTD. from August 2016 to May 2018.

## RESPONSIBILITIES: -

* Generate leads and engage with companies through meetings & organize site visit for students.
* Meeting with academic’s people and arrange the seminar for the industrial exposure to the students.
* Part of the team of BOS in the organization.
* Involved in the process develop and manage content for overall practical knowledge for engineering students.
* Enhancing relation with the industries for the student training and placements.
* Developing feedback or complaints procedures for students to use, taking feedback and doing analysis. Making countermeasures to reduce complaints.
* Gives students to technical knowledge according to the industries requirements.
* Enhanced the skill set of the civil engineering students or their career with latest trends approaches in civil engineering.
* Controlling the students as a mentor for their career guidance and prepared them for the employable.
* Taught students civil engineering subjects from theoretical and practical approaches.
* Generate all the report of students on monthly basis on the software BYNDR.

**Reporting to**: chairman and Dean of the college.

* MVN INFRASTRUCTURE PVT.LTD. As senior sales manager from JULY 2013 to JULY 2016.

## RESPONSIBILITIES: -

* Generate leads and engage with customers through meetings & organize site visit with prospects ensuring actual sale.
* Meeting with Channel Partners for sales.
* Arrange the interaction session with the customer on the site.
* Collaborate with marketing and unit / area heads to run campaign at a regional level.
* Developing feedback or complaints procedures for customers to use, taking feedback and doing analysis. Making countermeasures to reduce complaints.
* Handling enterprises respond programming of MVN Athens.
* Corporation representative between bank customer and the organization.
* Operational manager for back office executives and front office executives.
* Dealing with accounts section.
* Arrange the interaction session with the customer on the site.
* Controlling the site for the construction with contractor and maintain the muster roll.
* Generate leads and engage with customers through meetings & organize site visit.
* Collaborate with marketing and unit / area heads to run campaign at a regional level.
* Enhancing customer relations through day by day follow-ups’.
* Developing feedback or complaints procedures for customers to use, taking feedback and doing analysis. Making countermeasures to reduce complaints.
* Meeting with other managers to discuss possible improvements to client service.

## TRAINING ATTENDED: -

* 3 -day seminar and training on artificial intelligent development program at Bangkok in January 2018.
* 5-day training program on the Entrepreneurship and leadership program at Dubai in September 2017.
* 3 -day training by Wipro on academics’ development at MVN university Palwal February 2014
* 5 -day training on wind pressure on High rise structure at IIT Roorkee. July 2017

## ACADEMIC QUALIFICATIONS: -

* 10th Passed from H.B.S.E. (2007)
* 12th Passed from C.B.S.E. (2009)
* B. TECH (CIVIL ENGINEERING) from Manav Rachna International University Faridabad (2009-13).
* M.TECH (STRUCTURE) FROM Modern Vidya Niketan University Palwal. (2013-15)

## PROFESSIONAL QUALIFICATIONS: -

* 1-year Computer Operator & Programming Assistant (C.O.P.A) course from Indra Gandhi Industrial and Vocational Training Institute) Sohna, Gurugram in 2014
* Basic Computer Knowledge, MS-Office, Power point, MS-Excel, MS-Word.Operating Systems: Windows 98, Windows XP, ERP-Far Vision

## PERSONAL SKILLS: -

Positive Attitude, Punctuality, Hard Working, learner, Honest, & leadership.

Salary Drawn : CTC 4.20 lacks pa + incentives + sim card

## PERSONAL DETAILS: -

* Father’s Name : Mr. Kuldeep Kaushik
* Date of Birth : 19thJune,1992
* Gender : Male
* Marital Status: Married.
* Nationality : Indian
* Passport No : M5953476
* Language known : English, Hindi.**(PANKAJ KAUSHIK)**