Navalavan Jayaraman

**Actively looking new opportunities - Regional Manager, Branch Manager, International Student Recruitment, Any suitable job** - Open to relocate

Mobile: +919884242977 | Email:[navalavan26@gmail.com](mailto:navalavan26@gmail.com)

LinkedIn Profile: <https://www.linkedin.com/in/navalavan/>

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**Summary:**

Dedicated Manager and effective leader, who excels in using proven methods and technology to successfully cut costs, streamline operations and increase productivity. Enthusiastic with knowledge of process and practice **Honesty, Transparency, Integrity and Care**.

**Skills**:

Sales Head, Education Marketing, Education Sales, Sales Process, Regional Business Head, Regional Branch Head, International Sales, International Marketing Manager, Sales Planning, Overseas Education, Business Development, Student Visa, Permanent Residency, Immigration

**Achievements:**

* Signed MOU between ECPI University, USA with MGR University, Chennai
* Signed MOU between ECPI University, USA and Kingston Engineering College, Vellore
* Signed MOU between ECPI University, USA Malla Reddy Engineering College and Technology, Telangana
* Identified and Signed more than 70+ new business partners to work with our company covering states like Delhi, Gujarat, Mumbai, Kolkata, Karnataka, Telangana, AP, Kerala &Tamilnadu
* Recruited Students for ECPI University - Virginia, USA
* Recruited Students for TRINITY SCHOOL OF MEDICINE - St. Vincent and the Grenadines Island
* Recruited Students for Radiological University, USA
* Signed more than 1000+ Nurses from the state of TamilNadu, out of which more than 100+ Nurses are successfully working in USA hospitals with Green Card Status
* Signed new contracts with recruitment companies in USA, Australia, Canada to work with our company

**Highlights:**

* Strategic Planning •Process improvements
* Sourcing all over in India. •Cost reduction and containment
* Negotiations Expert. •System Implementation
* Procedure development. • Analytical

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**PROFESSIONAL EXPERIENCE**

Branch Manager – Sales and Operations from June 2019 to Nov 16th 2019.

Sales & Marketing:

* Ensure that the Branch monthly revenue targets in all business segments for all countries are met through direct control of sales team and control of the relationship staff through the Assistant Branch Manager
* Responsible for laying down procedures and ensuring same are followed for QA generations, seminars and referrals. Plan and implement sales strategies for increasing reach and clientage
* Ensure the branch monthly target of revenue generation is met through referral generation through the efforts of the field staff as per laid down numbers
* Responsible for preparing a schedule for conducting client meets and QA meets at regular intervals and adhering to the same
* Timely submission of reports in proper formats
* Provide all functional support to local franchise operations

Marketing:

* Prepare a Sales & Marketing Plan and Budget for the branch and ensure its implementation
* Create a strong brand image and presence in region
* Maintenance of electronic database at branch level using them for business enhancement

Customer Care:

* Assessment: Oversee the function of assessment and personally handle difficult cases in terms of assessment parameters and results
* Case Filing: Ensure timely collection of documents by the responsible executives
* Case Processing: Timely counseling at different stages for clients (file number, interview kit, medical papers, landing papers
* Distribute duties to the relationship staff to make them accountable
* Ensure policy files on operations procedures are maintained and updates on a regular basis by ABM and relationship staff
* Ensure all displayed information in the branch is updated

Collections:

* Ensure timely collection of payment due are made by the executives responsible for retaining the client

Human Resources Management:

* Ensure target manpower is maintained in the branch
* Ensure effective implementation of policies and procedures introduced/changed by Corporate HR
* Training and development for marketing and relationship staffs by conducting daily meetings, sharing updates, information, and sharing experiences
* Provide a congenial work atmosphere
* Motivate through rewards & recognize staffs efforts
* Lift team spirit through effective conflict management, counseling and fairness

Finance & Accounts:

* Ensure that expenditure does not exceed the budget
* Accountable for all expenditures of the branch
* Ensure Timely submission of specified reports at specified time intervals as per guidelines provided by the HO
* Ensure maintenance of all accounts related records (Branch accounts, outgoing payments such as electricity, water, rental, telephone and other bills)

General Administration & IT

* Ensure that infrastructure (including hardware, software, emails and peripherals is maintained or assistance is sought from corporate Admin/IT for the same
* Ensure that the clients visiting the branch are properly taken care of
* Ensure that stationery and other requirements of the branch staff are met effectively and in time
* Ensure circulation of all notices/employee related communication through effective means
* Ensure that all branch staff is aware of all updations/deletions to the company website
* Ensure maintenance of Public relationship
* Ensure maintain of stock of the updated, latest colleterals and POPs publications and form with an appropriate validity
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* Conducting seminars, mini seminars, QA sessions, exhibitions presentations etc...As per SOPs laid down
* Responsible for ensuring the timely submission of all reports for software updating as required
* Ensure decorum/cleanliness and discipline is maintained in the branch

Operations Manager | International Recruitment and Partnerships, Chennai from June 2006 to June 2019date

**Roles:Student Recruitment | Customized Marketing | Education Fairs | Team Management |Process Development …**

* Develop market, signup business partnersand work with institutionsacross India and source students to study abroad
* Lead the team for branding, lead generation, running marketing campaigns like seminar, digital marketing and networking
* Motivate and train Associates/Subordinates, counsellors and their admissions for delivering performance thereby attaining revenue targets with allocated funds and time limits
* Attend all education fairs, recruitment events across country, advice and counsel all prospective studentshand hold them in admission process and convert them into successful admissions
* Lay a supportive role with student screening, financial documentation verification and assist them in Visa preparation and predeparture
* Work closely with university admissions team and customer relationship to support the students
* Always been in all high level meetings and conference calls and contributed for company growth
* Stay abreast of constant changes in the fields of education and visa policies
* Expertise in handling events at large scale

Previous Experiences:

Supervisor: Tata tele Services – July 2005 to June 2006

Office Manager: S M Biligiri – August 2002 – June 2005

**Education:**

MA, M Phil, Public Administration at Annamalai University

Languages Known: English, Hindi (To Read, Write & Speak), and Tamil, Telugu (To Speak)

DOB: 26th July 1977

References: on request

Current Package: 10, 20000/-

Expected Package: Minimum of 15% Hike

Notice Period: Ready of Join

Reason for job change: 4 India and 2 abroad branch closure, sudden decision from Management without notice from Nov 18th