CURRICULAM VITAE

Manish Dhingra

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SUMMARY:

I have 17 months of professional experience as career development manager which caters to the field of business development and managing customer relationships. I have excellent written and verbal communication skills in English. I use these skills to communicate directly with the clients to generate business. My expertise is at handling high end business clients by giving them effective presentations about the various products of the company . I have also involved and contributed in the product training and motivating the workforce to achieve sales targets.

CARRER OBJECTIVE:

To successfully translate the knowledge and learning gained during the course of my work experience, education and public speaking activities into organizational process and to bring improved efficiency of better business performance. To use my communication skills to drive successful business processes which would help the organization improve better lines.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Year** | **Institution/ Board** | **Subjects/ Specialization** | **% / CGPA** |
| MBA | 2014 | AMITY BUSINESS SCHOOL (AMITY UNIVERSITY) | DUAL (MARKETING , HR) | 6.02 |
| BBA | 2011 | JAGANNATH INSTITUTE OF MANAGEMENT (GURU NANAK DEV UNIVERSITY) | BUSINESS COMMUNICATION | 53.4% |
| XIIth | 2007 | SUMERMAL JAIN PUBLIC SCHOOL | INFORMATION TECHNOLOGY, BUSINESS STUDIES, ECONOMICS, ACCOUNTS | 67% |
| Xth | 2005 | SUMERMAL JAIN PUBLIC SCHOOL | MATHEMATICS, ENGLISH, SCIENCE, SOCIAL STUDIES | 57% |

**CERTIFICATION COURSES:**

* Completed British Council’s public speaking with B-level
* Completed British Council’s Business speaking course with B-level
* Completed lean management course from Amity Universe Business standard institution.

**WORK EXPEREINCE:**

###### Work History

|  |  |  |
| --- | --- | --- |
| **Organization** | **:** | **JARO EDUCATION** |
| **Company Profile** | **:** | Jaro education is one of the leading companies in Indian Education Sector, with its headquarters in Mumbai and 11 branches spread across major cities. The organization caters to the needs of working professionals by offering varied management programs through online mode with the best-in-class learning methodology. |
| **Duration** | **:** | From August 2014 to January 2016 |
| **Designation**  **Location** | **:**  **:** | Career Development Manager  Mumbai |
|  |  |  |
| **Responsibilities** |  | * Taking part in discussions to frame strategies to improve team productivity * Giving presentations of various products in front of the clients. * Training, motivating and mentoring juniors to help them achieve their targets. * Providing brief information of products to the clients over the phone. * Scheduling meetings with the clients over the phone and emails. * Telephonic closures of international clients. * Achieving end to end sales * Maintaining coherent relationships with the clients for brand enhancement. * Understanding client requirements during in house and out house meetings and counseling them for better career opportunities. * Maintaining long term relationships with the clients to generate references. * Follow up and closures of difficult clients for team members * Reviewing of work done by juniors * Understanding business requirements and then selling multiple products to match client requirements. * Making of review reports of team members for status reporting to manager. * Handling team size of 5 members independently. |

**AWARDS AND ACHEIVEMENTS:**

* Achieved the target of 151% from April 2015 to November 2015.
* Was officially appreciated for coming in the top 5 performing executives of the company during April 2015 to November 2015
* Earned the performance bonus of 30 k for the yearly achievement of 124% from august 2014 to august 2015.
* Was given out of turn salary increment for outstanding performance in the quarter of july 2015 to october 2015
* Was officially awarded the “certificate of appreciation” for immensely contributing in the target achievement of other BD’s
* Was awarded the champ of the month trophy in month of November 2015 for the highest target achievement in the branch.
* Won several internal branch competitions.
* Was involved in the content writing for the new software.
* Was involved in the product training of juniors

**SKILLS AND PERSONALITY TRAITS**:

* Very interactive
* Very effective while dealing with high end income clients.
* Good Selling skills and convincing skills
* Excellent presentation skills
* Excellent ground level knowledge of people and market.
* I always stay updated with the current happenings and can speak various subjects of human life
* Good interpersonal skills.
* Very good debater
* People management skills
* Knowledge of Ms office.

# EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS:

* Secured winner position in a debate in Jaipuria Institute Of Management
* Secured third position in a debate in Birla Institute Of Management.
* Secured winner position in a debate in Amity school of economics
* Secured third position in a debate in NDIM
* Secured second position in a debate in Amity business school
* Participated in a debate in Delhi School Of Economics
* Participated in a debate in Amity university gurgoan
* Participated in a debate in Jesus And Mary College
* Participated in a debate in Lal Bahadur Shastri College

**Interests And Hobbies :**

* Reading variety of subjects – Spirituality, Business magazines, Social issues, Political subjects, Newspapers and Motivational books
* Watching debates on news channels
* Travelling.

**Personal details :**

Date of Birth : 26th july 1989

Marital Status : Single.

Languages Known : English, Hindi,

Nationality : Indian

**DECLARATION :**

I hereby declare that the information provided above is genuine, true and complete. Given an opportunity to work in your esteemed organization, I will put my best efforts.

**Place: MUMBAI Manish Dhingra**