**TANUJ SHARMA**

**Ph:9899280540,Email:tannuj007@gmail.com**

**Professional Experience**

**Jan ’15-Sept’ 15 Investors Clinic Infratech Pvt Ltd (Investment Consultant)**

1. Acquiring new Clients on a regular Basis through the Leads Provided, References.
2. Generating revenue on a regular Basis.
3. Corporate Activities to Maximize Clientele.
4. Being Market Ready, In sync with the Market Trends, Development News.
5. Giving Presentations to clients, Prospects.
6. Providing consultation services.

**Oct ’13-March ’14 Center For Creative Leadership (I) Pvt Ltd (Client Solutions Manager)**

1. Creating Brand Awareness. (Different marketing events )
2. Acquisition of New Clients through call in’s and references.
3. Marketing of Leadership development Solutions.
4. Handling Client enquiries on Leadership Development solutions, Understanding and catering to their needs.

**APRIL ’11-JANUARY ’13 IndusInd bank Ltd (Wealth RM)**

1. Work towards client acquisition.
2. Exploring Investment opportunities.
3. Assisting seniors in Bank related work.
4. Generating revenue on a monthly basis .(2 lac rupees)
5. Acquiring new customers on a monthly basis.
6. Target of 5 NTB.
7. Providing portfolio management services to customer.
8. Helping customers Financial needs by providing Financial products ( Insurance,MF,Asset)
9. Acquisition of HNI clients and Managing of HNI clients

**March ’09-FEB ’11 Triveni 3 Star Hotel Central Wembley (Assistant manager -ops & accounts)**

1. Looking after the accounts of the company.
2. Designing marketing strategies
3. Looking after the operations of the hotel
4. Making sure all the clients get the best customer service.
5. Ensuring Sales targets are met.

**NOV ’08-JAN ’09 John Lewis (In store Brand Ambassador)**

1. Demonstration of pc pen tablets.
2. Potential Sales

**JUNE ’07-SEP ’08 London Luton airport organization CSSA (Customer service support agent)**

1. Assist passengers with queries regarding security.
2. Helping passengers by assisting and letting them know the restrictions.
3. Assisting the senior officials in carrying the airport operations smoothly in busy times.

**Educational qualifications**

**2006-2007**

Institution University of Bedfordshire (England)

Degree PG in Business and Management

**2003-2006**

Institution Bhavans Vivekananda college

Degree B.Sc. Electronics

**2002-2003**

Central board of secondary Education

Institution Army School

Division 1:2

**2000-2001**

Secondary Board of secondary Education

Institution Army School

Division 1:1

**Leadership/Team handling**

1. Strong team player with excellent customer and people handling capabilities.

2. Participated in all round development programs.

3. Proficient in management groups and dealing with people.

4. Experienced in presentations and public speaking.

5. Excellent in both spoken and written English and Hindi. Excellent in spoken Punjabi, Telugu and fair understanding of Gujarati, Bengali, Tamil.

6. Proficient in windows, MS office, fair in C and C++, knowledge in SAP SD module (Certification yet not done).

**Personal Details**

Date of Birth: 14 April 1984 Marital status: single

Nationality: Indian