**CURRICULUM VITEA**

**NAME:- RADHE SHYAM**

**CONTACT No:-09910481424.**

**EMAIL:-shyam.radhe542@gmail.com**

**OBJECTIVE:-**

To contribute towards the Growth of the organization By Utilizing my Aptitude, Interest, and Skills in the execution of tasks .

**PROFESSIONAL EDUCATION**:-

Post Graduate Diploma in Management (PGDM) from Institute of Management Education Sahibabad, Ghaziabad(UP).

**ACADMIC QUALIFICATION:-**

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| **QUALIFICATION** | **INSTITUTE** | **BOARD/UNIVERSITY** |
| PGDM(MARKETING& FINANCE) | INSTITUTE OF MANAGEMENT EDUCATION,GHAZIABAD | AICTE |
| BSC.IT | SMU,DELHI | SIKKIM MANIPAL UNIVERSITY |
| INTERMEDIATE | G.K.P COLLEGE,KARPURIGRAM,SAMASTIPUR | BIHAR SCHOOL EXAMINATION BOARD, PATNA |
| MATRIC | SARVODAYA H/S WAINI SAMASTIPUR | BIHAR SCHOOL EXAMINATION BOARD ,PATNA |

**WORKS EXPERIENCE:**

* **One year work experience as a COUNSELLOR (BDE) at IDEAL EDUCARE STRUCTURE PVT LTD.(Duration from May 2013 to May 2014)**

**Work Profile:**

* Calling to the Client.
* Giving the courses Information.
* Sending the Quotation .
* Solving the Student/Parents Ploblem (Telephone/Face to Face).
* Generating the lead.
* Regular follow- up .
* Converting lead into Admission .
* Closing the lead.
* Preparing the MIS.
* **One year and Seven months work experience as a TEAM LEADER in Admission department at IDEAL EDUCARE STRUCTURE PVT LTD**.**(Duration from June 2014 to Nov 2015)**

**Work Profile**:

* Handling 8-10 members team.
* Setting daily, weekly and monthly target.
* Providing Training to the employee.
* Solving the customer query.
* Counselling the clients.(face to face or telephonic)
* Converting lead into sales.
* Preparing the MIS .

**TECHNICAL PROFICIENCY**:-

* Internet Surfing.
* Ms office-(word, excel , power point).

**STRENGTH:-**

* Fast learner and hard working.
* Work effectively with diverse groups of people.
* Sincere in work assigned.

**WEAKNESS:-**

* Over Commitment on deadline.

**HOBBIES :-**

* Organizing the sales events.

**PERSONAL DETAIL:-**

**NAME :** Radhe shyam

**Father’s Name** : Mr. Sanjeevan Kumar sharma.

**DOB** : 05/03/1989.

**Sex**  : Male

**Marital status** : Single

**Nationality**  : Indian

**Language known** : Hindi and English(Read ,write & Speak)

**Permanent address :C/o- Sanjeeven kumar sharma**

**At/Po-** DharmagatPur Bathua.

**Dist** - Samastipur.Bihar

**Pin code** : 848115.

**Declaration:**

I hereby declare that the above informations are complete and true to the best of my knowledge and belief.

Date

Signature

Place