**NAVEEN GAUR**

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[Gaur6083@gmail.com](mailto:Gaur6083@gmail.com)

**AREAS OF EXPERTISE**

**Operations**

* Project Planning-Annual implementation plan.
* Annual budget and Skilling forecast.
* Proficiency in analyzing proposals.
* Proficiency in MS-Excel, word, Powerpoint.
* Product presentation with corporates.
* Client Interaction, Regular plan and execution status sharing.
* Identifying centre locations, set-up and controlling operation processes as per project guidelines.
* Preparation of proposals and related agreements, contracts and MoUs.
* Attend and ensure compliance in all internal & external audits by NIRD/SRLM.

**Corporate Alliances**

* Handled more than 200 clients PAN India for placements and CSR implementation.
* Analyzed MIS report to plan and improve on targeted numbers.
* B2B Ties-up for business development and client services.
* Product presentation with corporates.
* Client Interaction, Regular plan and execution status sharing.
* Represent the company in diverse complex and high- profile situations.
* Team handling, motivation and coaching for good working.
* Best possible operation planning to utilize of resources, tools and team and Setting up KPI-KRA.
* Maintaining partnership with internal as well as external clients.
* Liaison with client for timely project planning, execution and payments and build and maintain excellent relationships with colleagues and clients

**CSR-Business Development& Implementation- Corporate alliances**

* Identifying and developing new CSR & Corporate clients through multiple channels.
* Analyzing leads and opportunities to identify prospects and strategize sales pitch.
* Execution of CSR Funded Skill Development and selling of services to Corporate.
* Conducting commercial negotiations with client as per the design of company norms.
* Punctually follow Sales targets, business generation from the target geographies.
* Build and maintain excellent relationships with colleagues and clients
* Implement all sales and marketing activities and maximizing the business opportunity in the key areas assigned.

**Sales and Marketing**

* Handling ATL/BTL activity for NIIT Yuva Jyoti Centre
* Handling Internal and external Branding
* Planning and Achieving the sales targets
* Taking daily report and consolidation.

**EXPERIENCE**

**TIMESPRO (The Times of India Group), Hyderabad, INDIA Feb’17 - PRESENT- MANAGER-Corporate Alliances/Placement.**

***Job Profile:***

* MEPMA, DDUGKY Operations
* CSR Project obtained from **Pernod Ricard** recently**.**
* Project Execution for Pernod Ricard in organizing Session on Responsible drinking in Corporates.
* Building up new tie-ups with Corporate for CSR Funding and Placement.
* Responsibility of placement for students PAN India.
* Planning and execution to achieve target for CSR and placement.
* Working with Companies like Indigo, Bata, PI Industries, Advantz Group for CSR funding for FY 2018-19.

**CENTUM LEARNING Pvt. Limited, NEW DELHI, INDIA AUG’15 – Jan’17, DM-PLACEMENT**

***Job Profile:***

* Placement for CSR Funded Skill Development project of **ACC Cement**.
* Support in lead generation for CSR and Support in ACC Cement Project execution.
* Building up new tie-ups with Corporate.
* Building up relations with existing tie-ups.
* Responsibility of placement for students PAN India.
* Planning and execution to achieve planned numbers.
* PAN India placement for DDUGKY and CSR Projects.
* LOI generation for various segments.

**SAFEDUCATE LEARNING LIMITED, NEW DELHI, INDIA AUG’14 – AUG’15- AM-PLACEMENT**

* Building up new tie-ups with Corporate.
* Building up relations with existing tie-ups.
* Responsibility of placement for students PAN India.
* Planning and execution to achieve planned numbers.

**NIIT YUVA JYOTI LIMITED, GURGAON, INDIA FEB’10 – FEB’14 – CENTRE MANAGER**

* Managing people mobilization for companies
* Finding new client for placement and franchise and corporate trainings.
* Take care of the sales target for the center.
* Taking care of all the activities related to the center management. (Revenue management,
* Marketing management, Sales, Team handling, motivating people for doing good work)
* Tracking and reporting sales performance including pipeline, acquisition results and market conditions.
* Achieve aggressive sales targets in the geography through a focus on winning new business to the franchise via new clients and cross-selling.
* Responsible for ensuring appropriate sales processes are followed, and the highest levels of

control and compliance are adhered.

**CONVERGYS INDIA PRIVATE LIMITED, GURGAON, APRIL’07 – FEB’10 –CUSTOMER CARE EXECUTIVE**

* Agents Feedback & Coaching.
* Maintaining Agents Performance Records.
* Providing Customer Service & Handling Customer escalations.

**HERO ITES, GURGAON, HARYANA AUG’06-APRIL’07, Sr. CUSTOMER CARE EXECUTIVE**

* Taking Care of the Customer Service Calls.
* Up selling Barclays Bank America Credit Cards.

**ACEDEMIC CREDENTIALS**

* 2010 MBA Sikkim Manipal University.
* 2003 B.A. (Bachelor Of Arts) Gove College Gohana (Sonepat).
* 1998 XII C.B.S.E Board (Jain High School Gohana).
* 1996 X C.B.S.E Board (Govt Se. Sec. School Rabhra).

**PERSONAL BRIEFS**

Date of Birth August 21th 1981.

Father’s Name Shri Darshan Kumar Gaur