**Curriculum Vitae**

CAREER OBJECTIVE

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills, use and develop my aptitude to further the organization’s objectives and also attain my career targets in the progress.

PROFESSIONAL QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Class | From Gujarat Board | Grade | From M.S. University |
| Bachelor of Commerce | - | 2nd Class | Pass in - 2014 |
| H.S.C | Pass in – 2010 | 2nd Class | - |
| S.S.C | Pass in – 2008 | Distinction | - |

AWARENESS OF COMPUTER APPLICATION & SOFTWARE

* **MS Office Package**
* **Ncore Vista Software**
* **Tally 9.0 (Accounting Software)**

ACHIEVEMENTS:-

* Achievers Of the Day In NIIT LTD (3 times)
* Best Co-coordinator For NIIT University Gourgao Delhi (NIIT Ltd)

STRENGTHS:

* Positive Attitude
* Believe to maintain relation
* Friendly

PROFESSIONAL EXPERIENCE:

1. ***Counselor* (Dec 2014 to Feb 2016)**

* **Company** **NIIT (India. )**
* **Period** Dec 2014 to Feb 2016
* **Position** **Counselor**
* **Company Profile: NIIT Limited**, a global leader in Skills and Talent Development, offers multi-disciplinary learning management and training delivery solutions to corporations, institutions, and individuals in over 40 countries. It has become known, in particular, as a corporate training company and Industrial Training Company, with customized programs for both large and small enterprises. NIIT has three main lines of business across the globe-Corporate Learning Group, Skills and Careers Group, and the School Learning Group.
* **Job Profile: As A Counselor**
* Worked for Skill & Career group
* Guide to students about new courses.
* Explain to students about courses and generate admissions enquiries.
* lead generation and enrollment of students.
* Deal with corporate activities
* Take care for student batches
* Plan for new batches
* Making Coordination between student and faculties
* Making plan to expand the business
* Take care for IT segment
  + Take care for the Banking segment (ICICI, Yes bank)

1. ***Business Development Executive* (Oct 2013 to Nov 2014)**

* **Company**  **AMERICAN EXPRESS (Gurajat, India. )**
* **Period** Oct 2013 to Nov 2014
* **Position** **Business Development Executive**
* **Company Profile: American Express is a** global services company that provides customers with access to products. American Express provides innovative payment, travel and expense management solutions for individuals and businesses of all sizes.
* **Job Profile: As A Business Development Executive**
* Making calls to customers and making leads for appointments.
* Visit Customers and giving presentation about credit cards.
* Sells credit cards to customers.

1. ***Holiday Consultant* (Feb 2012 to Sept 2013)**

* **Company**  **PANORAMIC GROUP OF COMPANY. (MAGIC HOLIDAYS)**

**(Gurajat, India. )**

* **Period** Feb 2012 to Sept 2013.
* **Position** **Holiday Consultant**
* **Company Profile: Panoramic Group of Company. ( Magic Holidays )** company is the company which are making many packages for holidays including international packages and provides customers to best packages with accommodation in hotels and Panoramic Group of Company has its own many hotels and resort in india and in abroad.
* **Job Profile: As A Holiday Consultant**
* I have worked there as a venue consultant to appoint with venue customers.
* To show presentation to customers about company holiday packages and about membership.
* To making close sell by showing customers about many packages and membership plans.
* Selling company holiday packages to customers.

**Languages Known:** English, Hindi, Gujarati

**Visit Visa Up to:** July 01st 2016

**Personal Detail:**

Date of Birth: 30th May 1993

Nationality: Indian

Marital Status: Married

**In addition:** Reliable, dynamic and result oriented individual with a clear vision proactive with outstanding communication, presentation, negotiation, Ability to learn quickly and adapt to changing environment.

**First Name of Application CV No:** 1670544

Whatsapp Mobile: +971504753686

