##### C:\Users\Anusha.kb\Desktop\Mayank Jhurani.jpgMAYANK

**Address :** Kolkata, India

**E-Mail :** MAYANK.333070@2freemail.com

**Best time to call :** Between 10:00 Hrs. - 20:00 Hrs. (IST)

**Personal Details**

**Gender :** Male

**Nationality :** Indian

**Marital Status :** Single

**Date of Birth :** 05 February 1988

**Language Skills** **:** Proficient in English

*Looking for a challenging position to lead corporate marketing and internal communications for progressing organization across diverse industries*

##### SUMMARY

* Self-directed professional with 3+ years of experience in **Marketing, Corporate Communications, Public Relations, Business Development** and **Guest Services**
* Expert at providing financial advices with respect to planning projects and developing customized financial strategies
* Diligent in managing multiple portfolios with attention and continual analysis of economic trends to determine appropriate asset allocation
* Skilled in persuasive presentation and profitable negotiation with a good exposure to business planning & analysis and assessment to increase revenue growth
* Prevalent experience of monitoring product sales and consumer reactions through focus groups and marketing research methods
* Immense knowledge of developing and managing the corporate public relation activities
* Demonstrated track record of outperforming sales goals, developing new business and strengthening customer relationships with existing client database
* Effective leader and mentor who empowers team members to achieve their maximum selling potential

##### EDUCATION

* Master of Business Administration in Marketing from Calcutta Business School, India (2013)
* Bachelor of Commerce in Accountancy from Shyama Prasad College, India (2011)
* Diploma in Financial Accounting from Webel Informatics Limited, India (2010)

##### SKILL SET

* Strategic Planning
* Financial Management
* New Business Development
* Word - Of - Mouth Marketing
* Client Relationship Management
* Market Knowledge
* Wealth Planning & Mutual Funds
* Sales Management

##### career path

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| **Organization** | **Designation** | **Duration** |
| Kotak Life Insurance, India  | Life Advisor | Oct 2016 – Till Date |
| Food Truck – Hungry Hands, India | Entrepreneur  | Jul 2015 – Aug 2016 |
| Pan Asia Continental, India  | Front Office Supervisor  | Jul 2014 – Apr 2015 |
| Front Office Executive  | May 2013 – Jun 2014 |
| Lumix India Distribution Ltd., India  | Business Development Executive | Jun 2010 – Mar 2011 |

##### KEY DELIVERABLES

As a **Life Advisor**

* Maintaining database for long-term sources of clients by using referrals, occupational, and special-interest groups to compile lists of prospects
* Providing need-based life insurance solutions to the clients, and helping them attain financial security through proper investment routes
* Recommending financial advises to the clients in financial products such as mutual funds, pension funds and more
* Communicating with the potential clients through mails, phones, presentations and obtaining underwriting approvals through the completion of the coverage application
* Informing the clients about the continuing service by providing direct deposit forms, processing changes in beneficiary and policy loan applications

As an **Entrepreneur**

* Supervised a team of 4 and handled the tasks of food purchase record storage and record keeping
* Oversaw the day-to-day operations at food truck and commercial kitchen and drafted plans for and purchase food for daily operations
* Maintained required records including food production, inventory, income/expense, meal counts and personnel records and ensured the team to follow proper sanitation procedures
* Planned menus, maintained safety standards and responded to customer preferences and complaints
* Delivered orders to customers, trained the employees and managed payroll of the employees in accordance to the laws and regulations
* Managed the inventory records of supplies & purchases & directed the cleaning of the truck & commercial kitchen daily

As a **Front Office Supervisor**

* Attended calls, and answered inquiries of potential guests and accepted hotel reservations
* Responded to telephone and in-person inquiries regarding reservations, hotel information and guest concerns
* Monitored daily shift process and ensured all team members adhered to standard operating procedures
* Resolved customer issues, complaints, problems in a quick, efficient manner to maintain a high level of customer satisfaction and quality service
* Organized rooms to the expected arrivals after checking the guests preferences and special requests
* Ensured safety by following guest check in, security procedures and reported suspicious activity to security, manager, built strong relationships and communicated with all other internal departments

As a **Front Office Executive**

* Handled all the front desk operations and coordinated with the guests and responded to their inquiries
* Took phone calls to provide necessary information to the customers
* Managed registration procedures by ensuring all documentation and information is complete with forms
* Assisted the team in resolution of conflicts by providing prudent data
* Responded to the guests' calls for room service, special service, emergency service and other queries

**Internship Experience:**

* Pursued Internship with L&T General Insurance from Apr – Jul 2012

##### AVAILABILITY

* Willing to relocate immediately; possess no bond with the current employer

***References are available upon request***