

**Vaibhav**

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**Dubai , UAE .**

**Professional Summary:**A customer focused and articulate individual who possesses a friendly and personable approach along with strong time management skills and the ability to listen carefully to client requirements. Has a a real thirst to succeed and boasts a demonstrated track record of initiative, creativity and motivation. Having insatiable energy to produce results and being able to quickly build outstanding customer relationships, would be a valuable addition to any ambitious company. Right now wants to join a rapidly growing dynamic company that has plans for ambitious growth.

**Immediately Available**

**PERSONAL SUMMARY:**

A capable and focused staff who has a long history of providing first rate financial, administrative and clerical services. Has extensive experience of the following key tasks; verifying vendor accounts and managing purchase order processes. On a personal level I am someone who will always support colleagues in their efforts to succeed, and possesses the interpersonal skills that will allow to interact and communicate with individuals at all levels of an organization. Right now looking for a suitable position with a well-established company that fosters growth and values people regardless of their background.

**Academic Profile:**

**B.A Eng(Hons)**

College, Delhi University

Linguistics in Spanish

**Professional Experience:**

Organistion: Dubai

Duration:24th October 2016 till date

Designation: Event Coordinator & Marketing Specialist

**Coordinate details of events such as conferences, events, trade shows, sales meetings, business meetings.**

* **Calculate budgets and ensure they are adhered to**
* **Visit venue to plan layout of seating and decorations.**
* **Schedule speakers, vendors, and participants.**
* **Coordinate and monitor event timelines and ensure deadlines are met.**
* **Initiates, coordinates and/or participates in all efforts to publicize event.**
* **Edit and design promotional materials.**
* **Develops and maintains portfolio of prospective event corporate sponsors**
* **Developing and managing marketing campaigns**
* **Coordinating and developing media relations**

Organization: Colored Ribbons (ADVERTISING AGENCY & PR)

Duration: 4th Jan, 2013 to 1st Aug ,2016

Designation : Sales and Marketing

**Responsible for developing a portfolio of accounts through new business development. Also in charge of looking for bring opportunities and for managing the full negotiation and close process with clients from start through to finish.**

**KRA’s:**

* Managing the sales process for new prospects, from initial contact through to closure. ·
* Dealing with customer enquiries face to face, over the phone or via email. ·
* Contacting prospective customers and discussing their requirements. ·
* Social media planning Twitter and Facebook campaigns and Google apps.
* Achieving all revenue targets & objectives in line with the Area Business Plan. ·
* Working closely with the marketing team to produce any sales collateral required for the target market. ·
* Reporting business trends and area performance to the National Sales Manager. ·
* Developing & maintaining successful business relationships with all prospects. ·
* Identifying what customers want. ·
* Planning and organizing the day to ensure all opportunities are maximized. ·
* Developing a full understanding of the business market-place.

**Organization: Sanofi Aventis**

Duration: Jul 11, 2011 till Oct 17,2012

Designation: Accounts analyst

KRA’s:

* Indexing and processing of PO and non-PO Invoices;
* Scanning of invoices
* Receiving and processing high volumes of invoices.
* Monitoring payments and expenditures.
* Creating payments to vendors.
* Preparing accounts payable cheques.
* Inputting invoices into an on-line accounts payable system.
* Keeping confidential information secure.
* Ensures that all accounts are properly paid.

**IT Skills:**   
  
 Operating Systems: Windows and MAC   
  
 Packages: MS-Office ERP: SAP

**Professional Strengths:**  
• Good Communication & Interpersonal skills and presentation capabilities.  
• Eager learner, committed and able to work under pressure.

• Strong planning and organizing skills.

• Quick and easy in communicating with others (Team) and maintaining friendly relationships   
• Dedicated and meticulous about work assigned to me.

**My Interests**

Music- Playing guitar, performed as lead guitarist in college band.

Cinema- I am very keen about good cinema. Bollywood old classics are my favorites.  
  
(Vaibhav) Place: Dubai