Resume



**Pavan**

C/o-Mobile: +971505891826

Email: [pavan.343372@2freemail.com](mailto:pavan.343372@2freemail.com)

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**Career Objective:**

Aim is to work for an International Organization, get exposure to the Market, which will utilize my Business Development& Administrative skills to benefit mutual growth, Success & Sustain for long period in an Organization**.**

**Skills & Abilities:**

* Excellent communication & Presentation skills with Strong Organizational, time and people management skills.
* Ability to handle multiple tasks simultaneously, Hard working in nature, Patience & the ability to work under pressure.
* Outstanding listening and interpersonal skills.
* Willing to work as a team and with minimum supervision.
* Willing to try new things, improving efficiency on assigned tasks and self-motivated.

**Academic Profile:**

* M.B.A from Osmania University, Hyderabad, India, with specializations in:

*Major: Finance & Minor: Marketing.*

* B. Com (Computers) from Osmania University, Hyderabad, India.

**Technical Knowledge:**

* Operating Systems : Windows XP Professional
* Accounting Packages : Tally ERP 9.3 version
* Applications : MS Office 2016

**Abu Hail Management & Administrative Training, Dubai, UAE**

(25th Oct’2015 till Present date)

Designation: Business Development Manager

**Job profile:**

* Conducting effective TNA (Training Needs Analysis) for Corporate & Individual trainings which is suitable to their profile.
* Personalized Consultation/Telephonic Consultation for candidates to guide them to choose right training program for career path.
* Negotiate with clients on potential corporate training courses, develop proposals and tender submission accordingly.
* Admission process for the candidates, schedule trainings, coordinate with trainer’s, course materials and venue.
* Business plan and Marketing plan for the calendar year & continuous focus on all activities to measure it.
* Upgrading to new training programs and customized programs when it arises from the clients.
* Respond to all inquiries (Telephone, E-mail, In Person & via website) to provide advice to prospective candidates.
* Filing of all documentation works, cash/cheque collection purchasing, inventory and stock report.
* Conducting tests to trainees to measure progress and to evaluate effectiveness of training.

**Tip Top Center for Training& Consultancy, Dubai, UAE**

(14th March’2015 to June’2015)

Designation: Business Development

**Job profile:**

* Personalized Consultation/Telephonic Consultation.
* Corporate Visits/Universities.
* Marketing Activities & administration works.

**Zabeel Institute of M & T, Dubai, UAE**

(11th Sept.’2013 to 16th Jan’2015)

Designation: Branch Manager

**Job profile:**

* Personalized Consultation for the Programs.
* Ability to perform multi-tasking & easily relocate to any place (like other branches).
* Prepare daily sales report, present it to the management & submit in KPI Meeting.

**National Institute of Information & Technology (NIIT), Hyderabad (INDIA)**

(05th Jan’2011 to 1st Jan’2013)

Designation: Business Head

**Job profile:**

* Schedule an appointment with the candidate parents to explain the educational products.
* Conduct Nitat & Bhavishya Jyothi Aptitude test to generate the business.
* Assign work schedule to the staff, Managing staff & Students.
* Meeting Head of the Department in different colleges.
* Personalized counseling to the students about the programs.

**NVN Jewelers Show Room, Hyderabad, INDIA**

(10th Jan`2002 to 25th Dec`2010)

Designation: Business Development Executive

**Job Profile:**

* Explaining product details to the customers.
* Managing accounts, Bills, Invoices, banking Transactions.
* Maintain files/ filling, Records, Manual records documents into the system.
* Cash Collection, Credit Collection, Purchasing, Inventory & stock report.
* Daily Journal entries preparation, General Ledger, Banking, Payroll.
* Preparing Stock Information into the system by using Tally ERP 9.3 Version.
* Experience in both administrative support and customer service.
* Managing sales staff, manufacturing unit/Retail section handling workers.

**Personal Profile:**

* Date of Birth : 09th Feb’1980
* Sex : Male
* Marital Status : Married
* Hobbies : Listening to Music
* Languages Known : English, Hindi & Telugu
* Visa Status : Employment Visa
* Nationality : Indian