**MUNAWAR**

C/o-Phone: +971505891826

Email: munawar.344330@2freemail.com



# PERSONAL SUMMARY :

 Innovative, dynamic and highly energetic business consultant with a proven ability to identify and capitalize on business opportunities. A driven individual, comfortable in handling key clients whilst exceeding service expectations. Possessing an outstanding track record of understanding, defining and shaping a customers' needs. Pro-active and having a proven ability to improve processes and people by promoting best practice procedures.

Presently looking for an appropriate business consultant opening with a company that is forward thinking and ambitious.



# EDUCATIONALQUALIFICATIONS:

* **PGDM** from Guru Nanak Business School, Hyderabad.
* **BSC**from Swami Vivekananda Degree College OsmaniaUniversity, Hyderabad.



# CAREER HISTORY:

**Company:** Upskill Technologies

**Designation:**BUSINESS CONSULTANT

 **Duration:** July2011 – Present

Working as a Business consultant to understand the needs of corporates and individuals and recommending solutions. As we provide training and consulting solutions, I have to travel and meet each client in their premises and get a detailed requirement. And then check available options and skills available at my end and propose a solution with a detailed quote.

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# CORPORATE TRAINING:

* Meeting clients and gathering their needs.
* Keeping a database of trainers on all the technologies and updating it frequently.
* Tracking all the corporate leads and networking with the client representatives at all the available occasions.
* Preparing a proposal and a quotation and submitting it to the client.
* Identifying trainers who can handle the training requirement of a corporate.
* Arranging a demo or a conference call with the trainer and making sure everyone is on the same platform.
* Working out the dates and availability of the trainer.
* Assisting the trainer in making use of our web platform for standard training delivery.
* Assisting the trainer in preparation of notes, working material and any other training aids.
* Being present at the venue and introducing the trainer to the participants.
* Taking online feedback on the training and preserving it for future purpose.
* Creating report and dashboard for the client on the training impact.
* Generating invoice and follow up for payment release.

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# AUTOMATION CONSULTING:

* Meeting clients and gathering their needs.
* Drafting a proposal and preparing a detailed quote and clarifying any key aspects to the client over call or one-one meetings.
* Meeting individuals who can be deployed in developing the solution.
* Creating a draft automation and explaining the client over call or in person. Recording all the feedbacks and guide the developers to change the approach accordingly.
* Taking regular feedback from the client and engaging with developers to make sure all agreed milestones are met in a timely manner.
* Invoicing as agreed and following up on payment.
* Selling other technology expertise to the existing client by demonstrating expertise in other skills.
* Maintaining healthy and cordial relation with the clients for further organic growth.

# OTHER DUTIES:

* Administrational duties including premises management, hardware management.
* Overseeing all the financial documents and making sure monthly report generated to the management for all financials and goals.
* Brand improvement by indulging in various digital marketing techniques.
* Promoting the brand on all social media platforms by submitting posts on Facebook, Google+, Twitterand Instagram.
* Utilizing budget allocated to place ads on Google Adwords.
* Performing competitive analysis to check competition and to get inspired on various marketing approaches.

# KEY COMPETENCIES AND SKILLS:

* Business development
* Operational Excellence
* Outsourcing
* Decision making
* Financial analysis
* Problem resolution
* Financial Management
* Setting priorities
* Data collection

**TECHNICAL SKILLS:**

* Computer knowledge : MS-Office, MS-Excel, Excel VBA, MS-Access and SQL.

**PERSONAL DETAILS:**

Nationality : INDIAN

Address for Correspondence : DUBAI

Visa Status : Visit