### AMIT

Marketing and Sales Manager.

### Email: [amit.375144@2freemail.com](mailto:amit.375144@2freemail.com)

**Professional Summary**

* 11years of overall experience as a Sales and Marketing executive.
* Having vast experience in customer care and customer relationship.
* Currently working as Marketing& Student Relation Manager with Headway Consultants..
* Expertise in client handling and managing any client issues.
* Experience in using MS Office extensively (Word, Excel,Power Point, and Outlook) for calculations, graphs, analysis, presentation and documentation.
* Strong negotiations skills.
* Excellent team player with good interpersonal skills, can communicate and negotiate well, as well as a good listener to examine different perspectives in the decision making process.
* Strong track record of meeting organization sales objectives at various levels.
* Recommended by seniors for making continual efforts to improve professionally and individually.
* Always keen and open to learning new techniques and ready to work under pressure.

**Key Skills**

* Handling Client’s issues and concerns
* Analytical Skills
* Commercial awareness.
* Confidence.
* Able to cope with pressure.
* Communication skills.
* Interpersonal skills.
* Leadership skills.
* Strong numerical and analytical skills.
* IT skills

**Education**

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| **YEAR** | **QUALIFICATION** | **SCHOOL/COLLEGE** | **PERCENTAGE** |
| 2003-2006 | DIPLOMA IN MECHANICAL ENGINEERING | S.T.B.E. HARYANA | 61.2% |
| 2003 | 10TH | CBSE | 73.2 |

**Representative Engagements**

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| Headway Consultants(Sonipat, Haryana, India) |
| Role: Salesand Student Relation Manager |
| Feb 2016 – November, 2017  Headway Consultants is an organization dealing in Overseas Education for students helping them to study in countries like Australia, Canada, New Zealand and Europe. Headway Consultants also deal in providing quality education in courses like IELTS & PTE. |
| Responsibilities.   * Looking after the sales and Marketing department,Plan, Organize, direct, control and evaluate the operations of students applying for student visas in countries like Canada, Australia and Europe. * Set staff weekly work schedule * Monitor staff performance and encouraging them in enhancing performance. * Taking care of all the student related matters such as handling queries managing their profiles. |

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| KubicSolutions(Gurgaon, Haryana, India) |
| Role: Senior Sales Executive |
| July2014 – Feb2016  KUBIC SOLUTIONSare Providing Cloud Based virtual solutions,App Development , website solutions, giving customers the perfect opportunity to ownproducts with quality assurance. |
| Responsibilities   * Interacting with the stakeholders to get a better understanding of client business processes and gather Business requirements. * Establish a sales objective for the department each month and submit it to the Manager. * Generating leads by self cold calling. * Providing Technical support to the clients through our technical team. * Giving technical demo to the clients by going through their organisation. * Prepare in advance and conduct regular sales meetings.. * Constructively handle (or supervise the handling of) all customer complaints related to the department. |

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| Tuli Research and Breeding Farm Pvt. Ltd.(Sonipat, Haryana, India) |
| Role: Marketing and Sales executive. |
| July 2007 – July 2014  Tuli Research and Breeding Farm Pvt. Ltd. are leaders in Poultry business across North India, dealing in numerous variety of Poultry and Poultry related products based in Sonipat, Haryana. |
| Responsibilities   * Planning and selecting a range of Poultry products to sell in retail outlets. * Reacting to change in demands and logistics. * Analyzing consumer buying patterns and predicting future trends. * Meeting suppliers and negotiating terms of contracts. * Maintaining relationships with existing suppliers and sourcing new suppliers for future products. |

Visa status: visit visa till 28th February 2018.

Date: …………. Amit