**Curriculum Vitae**



**MANISH**

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| **PERSONAL DETAILS** |  |  |
| **Date of Birth** | **:** | March 27, 1982 |
| **Marital Status** | **:** | Married |
| **Nationality** | **:** | Indian |
| Status | : | Residence Visa |
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| **OBJECTIVE** |  |  |

A dynamic Recruiter with extensive recruitment and candidates managing experience within multiple sectors. Possesses excellent interpersonal, communication and strong follow-up skills, also the ability to influence decisions and develop positive relationships both internally and externally. Enjoys being part of a successful and productive team and thrives in highly challenging working environments.

Proven ability to quickly adapt to new industries and business cultures to provide a value adding contribution to achieve the vision and objectives

An Astute Professional with a Comprehensive Operational Experience of 15+ Years seeking a challenging position in an organization, where I can enhance my skills and strengths in conjunction with the company’s goals and objectives and looking for opportunity in growth-oriented company where a synergy of my professional skills and experience can prove to be an asset to the company.

**PROFILE**

* A seasoned professional have been associated with some of the leading industries in Dubai / India possessing more than 11+ years of rich cross functional experience in various operations.
* Proven expertise to manage various operational areas including business growth/development, corporate dealing, customer relationship management, team management process development and coordination with various authorities.
* A goal oriented and focused professional with a demonstrated ability to create/innovate new systems/ processes and build, manage and develop the teams in a professional and efficient manner.
* With a strong background in marketing, also an excellent communicator, analyst and team player.
* The recreational activities complementing my work include team and adventure sports, getting involved
* in outdoor activities like traveling and reading on various topics.

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**PROFESSIONAL QUALIFICATIONS**

**PGDCA -** Post Graduation Diploma in Computer Application from ***MAKHANLAL CHATURVEDI***

***UNIVERSITY,* INDIA**

**Diploma in *EXPORT MANAGEMENT* from *I.I.I.T* *–* *Bangalore,* INDIA** having vast knowledge onMarketing, Finance, H.R.D., Export – Import Law Managing Information

**ACADEMIC QUALIFICATION**

**B.A (Hons.) from Sri Venkateshwra College Delhi University**

**COMPUTER SKILLS - PGDCA**

**OFFICE TOOLS**

WindowsXP2000, Vista, 98 Internets Surfacing, E-Mail Browsing, MS-Excel, MS-Word, Dbase, Power Point, UNIX, C, FoxPro, Lotus, etc.

**EXPERIENCE – FIFTEEN YEARS (Ten yrs India) Six yrs Over Seas**

*Designation:* ***SENIOR MANPOWER CONSULTANT***

**April 2011 – Till Date**

* Working with **CONNECTION OVERSEAS**

**Job Description**:As Connections Overseas‘smanpower recruiting consultant my main object is tosecure suitable overseas placements for Indian and Nepali professionals, skilled workers and others, who are desirous of securing jobs in various Gulf countries.

C.O HRD Consultants is started with primary objective of providing recruitment assistance and reliable placement solutions for international clients.

* + Conducting Independent Interviews overseas / within the Country.
  + Filtering the candidates
  + Searching
  + Coordinating with local agents.

**ACHIEVEMENTS**

* Having good Knowledge of corporate structure and workings.
* Developed good reputation in Corporate Sectors in UAE in short span.
* Having very good network of supply agents of manpower from different parts.
* Managed well to get Good Corporate clients to deal with the company and maintained profitability and competitiveness with quite a good team work and supportive managements
* Helped the Company in Developing Association with in Kerala, Mumbai, Uttar Pradesh (India), Nepal, Srilanka, Bhutan.
* C.O. has strategic network of associates and representative in Gulf, Africa and European regions to cater the placement needs of clients.

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*Designation:* ***SENIOR MANAGER (South Africa)***

**April 2009 – June2011**

* Worked with **Darvesh Group (Credibility since 1905)**

**Job Description**: Research and survey the Market to promote wide range of products manufacturedand traded by the group under local banner named (Darzala Trading Pty. Ltd) than making action plans to promote/ sell our products like: Office Stationeries, FMCG, Building Materials etc

* + Team Handling, training, coordinating with executive as well as clients,
  + Dealing with corporate clients directly.
  + Negotiating with suppliers as well as buyers and objection handlings.
  + Evaluating the Landed cost / Documentations and profit ratio to be competitive in the market.
  + Maintaining Relationships with corporate clients.
  + Worked as chain between organization and corporate clients as well as individuals.

**ACHIEVEMENTS**

* Having good Knowledge of corporate structure and workings.
* Developed good reputation in South Africa Market in short span.
* Managed well to get Good Corporate clients to deal with the company and maintained profitability and competitiveness with quite a good team work and supportive managements.

*Designation:* ***Asst Team Leader***

**Jan 2006 – March 2009**

* Worked in **SAMBA Bank U.A.E**

**JOB PROFILE**

* + Worked in retail banking Department.
  + Team Handling, training, coordinating with executive as well as clients,
  + Dealing in investments & insurance plans.
  + Dealing with corporate clients to provide facilities from the bank (Acct Opening, Loans, Over drafting, Credit Cards etc,)

**ACHIEVEMENTS**

* Knowledge of the banking policies of UAE.
* Developed good reputation in the corporate sector in Dubai.
* Achieving monthly / quarterly targets on regular basis with the coordination and client handling skills.

.*Designation:* ***SENIOR EXECUTIVE***

**Aug 2005 – Jan 2007**

* Worked with **Centurion Bank of Punjab**. (F.E.S)

**JOB PROFILE**

* + Worked as a Relationship officer.
  + Team Handling, training, coordinating with executive as well as clients,
  + Dealing in Foreign exchange market, investments & insurance plans.
  + Maintaining Relationships with walk in customers and corporate clients.
  + Telegraphic Transfers, Invert & outvert remittance (Swift. Finacle packages).
  + Back office operations, Client Servicing as well (corporate).
  + Worked as chain between organization and corporate clients as well as individuals.
  + Handling lots of HNI customers their NRI, NRE accounts.

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**ACHIEVEMENTS**

* Knowledge of all currencies, counter feats.
* Comfortable working on computer (Eoun citrix, Finacle Packages) for banking.
* Having a good track record in selling Fx, investments & insurance plans to corp. clients and A/c holders.

*Designation:* ***SENIOR EXECUTIVE***

**Dec 1998 – Aug 2005**

* Worked with **M/S. ASSOCIATED FOREX SERVICES LTD**.

**JOB PROFILE**

**Purchase, Back Office (Operations), Client Servicing, Business Development**

* + Purchase of Foreign Exchange from Banks, Hotels and Money Changers.
  + Making New Clients (Banks and Hotels).
  + Assistance in Export of currencies.
  + Verification of Currencies of Branches.
  + Coordination, settlements, documentation, etc.
  + Coordination with clients.
  + Delivery of foreign exchange.
  + Sale of Foreign Exchange to Corporate, Sports Federation of India.
  + Sale of Foreign Exchange through Travel Agents.

**ACHIEVEMENTS**

* Introduced several branches of Nationalized banks & corporate to sell & buy their Foreign exchange to ASSOCIATED FOREX.
* Independently handling financial transactions manually as well as computerized (Magic package) i.e. boarder feeding, ledger, bank transactions, forex comparison, etc.
* Knowledge of Ms- Dos/ Lotus Based packages (Magic, etc)

**PROMOTIONAL JOBS**

Have done Promotions / Road Shows for Essar (Vodafone), NIIT, Apollo Tyres, Citi Bank, UTI Bank, Bank of Punjab, worked as mike jockey in road shows.

**MANISH**

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