

KOLKATA,

West Bengal

**SKILLS**

* + Excellent Leadership skills
* Strategic planning
	+ Cost/Benefit Analysis
	+ Financial analysis
	+ Business Development and Market Analysis
	+ Is a self-starter, self-motivated and Driven and takes full ownership
	+ Ability to multi-task in a fast-paced environment
		- Strong analytical, problem-solving and decision-making capabilities
	+ Project Management
	+ Effective Communicator

**COMPUTER PROFICIENCY** Windows

MS office

MS Project

Orizer

Nexus

**LANGUAGES** English

Hindi

Bengali

Gujrati

**Paras**

**Marketing Manager**

 **PROFILE • ABOUT ME**

A diligent, articulate and detailed focused business operations and project management professional having more than 10 years of working experience in manufacturing/service industry. I am a professional who excels in liaising directly with stakeholders of all level and disciplines, serving as front facing ambassador and point of contact. Main objective is to bring together best work practices in Operation management to an organization aiming for unprecedented growth. Client Engagement and Relationship Management across diverse domain. Skilled in drawing up competitive quotation with demonstrated expertise in negotiating pricing, delivery and quality requirement. Proficient at analysing sales figures and trends to anticipate future product needs with capabilities to identify what’s new on the market, what customers will like and which products will make a profit. Innate strengths in identifying and developing potential accounts and retaining their business association with augmented customer services. Outstanding success in building & maintaining relationships with key corporate decision-makers establishing high profile accounts with excellent levels of retention and loyalty. Superior communication, negotiating and interpersonal skills, multitasking with an ability to interact with a wide range of people.

 **WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
|  | September 2017 |  |
| **Manager-Head** | - Current |  |
|  |  |
| **Sales & Marketing** |  |  |
| Maharashtra |  |  |

* Elimination of departmental losses stemming from excess costs and process inefficiencies. Documented work procedures for every job. Initiated cross training and employee development. Demonstrated strong interpersonal skills; worked with all levels of staff to understand processes and provide leadership, recognition and motivation.
* Managing business operations including sales / collection, distribution management, product positioning, administrative as well as commercial control.
* Forecasting and setting product and market wise targets; analyzing business proposals and implementing plans to achieve business goals.
* Reviewing tender request/proposals, preparing and participating in tenders/bids, getting requisition/supply order, negotiating deliverable timelines and arranging for order fulfilment.
* Developing and implementing business plans and strategies in conjunction with organizational objectives.
* Addressing customer’s complaints/ queries and working towards solving their queries and complaints efficiently.
* Ensuring effective control of sales & marketing results and taking corrective action for the achievement of objectives within designated budgets.
* Responsible for all documentation including LC, PO, etc.
* Maintaining timely MIS & database reflecting the trends & developments of the company regarding sales & business development for budgetary & strategic review to enhance the business of the company.

**PERSONAL INTERESTS**

* Sports, Outdoors
* Educational Development
* Volunteer Work
* Listening Music
* Travelling
* Photography

**PERSONAL INFORMATION**

**Birthday**

March 01, 1987

**Gender**

Male

**Marital Status**

Married

**Nationality**

Indian

**EDUCATION**

* **MBA (Finance & Marketing), First Class | 2013**

Punjab Technical University, India

* **B.Com (Hons.), First Class | 2010**

Calcutta University, West Bengal, India

* **12th Class,**

**First Class** | **2007** ISC Board, India

* **10th Class,**

**First Class | 2005** ICSE Board, India

**Pioneer Embroideries Ltd.** December 2014

**Assistant Manager** - August 2017

Mumbai, Maharashtra

* Administered all export of goods and ensured compliance to all organizational policies and procedures.
* Handled petty cash and transactions and managed all communication with export authorities for all required countries.
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* Handled petty cash and transactions and managed all communication with export authorities for all required countries.
* Prepared all export/import documents within required timeframe and scheduled efficient shipping activities.
* Identified appropriate transportation method in assistance with customers.
* Handled Sales-Order negotiation, terms setting, expedited confirmed orders and followed up for payments.
* Maintained stock as per norms, Document collection, and Provide daily updated data.
* Interacted with various customers so as to resolve their queries & ensuring quality assurance.
* Ensured that all deals meet the required revenue and margin expectations.
* Developed the business in the new markets.
* Controlled quality and production.

**HDFC LIFE Assurance** December 2012

**Assistant Manager** March 2014

Kolkata, West Bengal

* Handled account opening, MT & insurance of the clients.
* Developed high profile Portfolios and retained customers through prompt and excellent services.
* Attended to customer queries and complaints.
* Ensured adherence to all service timelines and TATs.

**IDFC Mutual Funds** December 2011

**Relationship Officer** -November 2012

Kolkata, West Bengal

* Responsible for acquiring, growing and deepening HNI customer relationships through effective relationship management and business development.
* Generated leads, provided clients with exceptional personalized investment advice.
* Provided ongoing portfolio supervision, with a continuous focus towards helping the client adapt to changes in personal circumstances and the financial environment.

**Reliance Capital Mutual Fund**

December 2010

**Relationship Officer**

-November 2011

Kolkata, West Bengal

* Responsible for acquiring, growing and deepening HNI customer relationships through effective relationship management and business development.
* Generated leads, provided clients with exceptional personalized investment advice.
* Provided ongoing portfolio supervision, with a continuous focus towards helping the client adapt to changes in personal circumstances and the financial environment.
* Relationship with Government Bank Officers for MT tie-up.
* Attending Seminars and creating customers profiles.

 **OTHER COURSES**

* NCFM Exam of Capital Market (Dealers) Module
* NISM-Series-V-A-Mutual Fund Distributors Certification (AMFI)

 **ACHIEVEMENTS**

* Active Participant and won competitions at many various sports at School level
* Won 1st prize in Highest Sip Sales for a month.
* Played and selected for Nationals in the Indian National Darts Team.

Email: paras-396996@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>