****

**DEEPAK**

[**DEEPAK.323332@2freemail.com**](mailto:DEEPAK.323332@2freemail.com)

Seeking challenging assignments in Recruitment/ Administration / Sales & Marketing / Client Relationship Management / Business Development with a leading organization

**AREAS OF EXPERTISE**

* **Recruitment and Business Development Officer**
* Currently working with **Soundlines HR Consultancy** , **Dubai, UAE**
* **Sales Executive**
* Worked with **Lemon Tree Premier, Jaipur** ,**India**
* **Assistant Acquisition Manager**
* Worked with **Kotak Mahindra Bank, Jaipur, India**

**PROFESSIONAL SUMMARY**

* **Recruitment and Business Development Officer **

Currently working with **Soundlines HR Consultancy** as Recruitment and Business Development Officer, Dubai,UAE from November 26th  ,2017.

**Duties and Responsibilities**

* Handling end to end recruitment for Hospitality Industry, Retail, Construction, Facilities -Management, Oil & Gas, Power, Infrastructure, IT, Pharma, etc (Pre-screening resumes, interviewing, Taking telephonic interviews, coordinating technical tests & interviews, candidates selection and finally joining of candidates).
* Work closely with recruitment coordinators in India, Nepal, and UAE and make sure the recruitment process is streamlined.
* Handle labour grievances to resolve labour issues and address it to the right channel to employees/ organisations satisfaction.
* Identify loop holes, meet clients requirements to their genre of forte.
* Maintain database of clients, regular follow up for future business( client servicing )
* Payroll issues( address payroll issues of deployed candidates, if there are issues to the right channel)
* Always be updated with immigration / labour laws in UAE, India, Pakistan and Nepal.
* Maintain the work structure by updating job description and job requirements for all positions.

**As a Business Development Officer work Responsibilities are:**

* Handles client inquiries received through mails, phone calls, marketed clients, referrals, Walk-ins etc.
* Prepares the price proposal forms/ quotation forms to be approved by the management and the rate proposals submitted to the clients
* Negotiates contract terms, pricing and payment schedule both agreed by the parties involved
* Prepares the commercial proposal and recruitment agreements to be sent to the client for review, approval, and signature
* Following up agreements not signed and returned
* Prepares the company profile to be sent and/or to be presented to the client through the use of PowerPoint presentation and Technical Pre-Qualification Documents
* Provides support to Sales Development Team during client meetings and presentation
* Gather client details and enter into the master database
* Monitors recruitment agreement’s validity and expiration
* Manages contracts database
* Monitors contracts to ensure that recruitment agreements are kept current
* Assists in the negotiation of contracts
* Maintains Contract Management, numbering, listings, and reporting/ inventory listing of all contracts
* Maintains records and documentation such as addendum on the agreement, client information, and contract changes sent through email
* Coordinates, overseas, and manages revisions, changes and agreements with clients
* Send out letter to clients for renewal of contracts and/or service fee adjustments
* Fills up the Pre-Qualification Form/Vendor Registration Form/ Supplier Form sent by the client
* Prepares and completes all contract and tender related documentation (commercial proposals, recruitment agreements, authorization letters, addendum, price proposal, and all other documents)
* Prepares E-introduction letter after the contract has been signed by the client (letter to be sent to the client introducing the Account Manager and Client Servicing Executive who will be assigned for their account)
* Updates and maintains the inquiry data base
* Updates deployment status for each client (from receiving of manpower requirements up to mobilization and deployment of the candidates)
* Prepares accurate daily and monthly report (Status of Unsigned Contracts, Updates of the Prospective Clients, Inactive clients, Inquiries and Signed Contracts)
* Prepares the Client Transfer Form to be submitted to the Accounts Department for their invoicing/billing references
* Works closely with the Accounts Department in terms of client invoice.
* **Sales Executive **

**Duties and Responsibilities**

* Worked with **Lemon Tree Premier, Jaipur** as a Sales Executive
* Making sales calls, generating leads and handling rate contracting.
* Follow up for Guest queries and reservations.
* Handled Morning PR rounds.
* Handled Reports like Contract Renewal, Month End Reports, Portfolio Analysis, Group and Event trackers
* Reporting to Assistant Director of Sales and assisting him in various sales tasks.
* Excavating new accounts and signing agreement with them.
* Performing regular sales call.
* Preparing different reports like DSR (Daily Sales Report), Daily call & Pickup Report, Weekly Individual Report, Monthly Individual Report, Geo mapping.
* Entertaining clients and Repo Building.
* Market research and Competitor Analysis.
* Brand Building.
* **Assistant Acquisition Manager **

**Duties and Responsibilities**

* Worked with **Kotak Mahindra Bank**, Jaipur as a Assistant Acquisition Manager.
* Marketing a range of Retail Banking products and services to both new and existing clients, Products such as Savings A/C, Current A/C, Insurance, Fixed Deposit, Recurring Deposit, Demat A/C, NRI A/C etc
* Communicating with customers over the phone, generating leads, face to face meeting.
* Getting appointment with the customers and give in-depth information about the product to the customers.
* Booking appointments and meeting the clients as a Business development manager and finalizing the deal and collecting checks from the clients.
* Making calls to a large volume of cold, warm and hot leads on a daily basis.
* Able to build a strong awareness of competitors within the market.
* Identifying areas in the market where you are able to develop new business.
* Qualifying new leads in a team environment.
* Identifying customer needs and resolving customer queries.
* Exceeding customer expectations through exceptional customer service.

**ACADEMIC CREDENTIAL**

**2014** Certificate Coursein Banking and Sales Management.

**2014** **Master of Business Administration (MBA)** from Rajasthan Technical University, Rajasthan, India

**2012** **Bachelor of Business Management (BBM)** from Kannur University, Kerala, India

**BEYOND CURRICULUM**

* Played a key role in organizing events during college. (Business Plan, Promotional Campaigns and Selling Contest).
* Participated in Blood Donation Camps.
* Played a key role as a Coordinator for National Service Scheme (NSS).