

CURRICULM VITAE

Shivam Gupta

Date of Birth: 14 May 1986

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Meerut(250002)

Objective:

I always act strongly towards anything which leads to efficiency and first rate standards. Unlike Pt. Jawaharlal Nehru, I don't just want my country to be a first class country, rather this world to be a first class world in everything as the moment we encourage the second rate, we are lost. I think the media today when democracy is apparently at its peak in India, there is a high expectation from media that the news and knowledge it throws upon the subjects in any mode whatsoever, is genuine and based purely on facts, and is free from undue influence and unwarranted judgments. It casts upon media today a pious obligation to educate people with pure, crisp and unbiased news, which furthermore motivates me to be a part of this industry.

“To use my skills in the best possible way for achieving the company’s goals”

Career Summary:

- Two years of experience in education sector as an head of the department management.
- Approx 6 Years of Experience as Marketing & Sales.
- Possess strong communication, interpersonal and relationship management skills.
- Exceptional experience in managing multifunctional projects with a particular focus on fundraising partnerships
- Good working knowledge of MS Word, Excel and ability to use databases for recording and reporting

Technical Skill Set:

- Expertise in Using Microsoft Tools namely Word, Excel, PowerPoint, Outlook, Access, WordPerfect
- Have a good accurate typing speed of 40wpm
- Have good English-language skills both verbal and written
- Capable of working under pressure and meet deadlines as scheduled with quality in work
- Appointment Setting
- Capable of taking care of customer service activities and also front office management

Education:

- **Sep 2007 – 2009 Wigan & Leigh College Of India Delhi**
Diploma: PGDBE(Finance) (Post Graduate Diploma in Business Economic)
- **2004 – 2007 Dewan Institute affiliated to CCS. University, Meerut, approved by AICTE, Ministry of HRD, and (Govt. of India)**
Degree: BCA (Bachelor of Computer Application)
- **2004 12th, Meerut Public School (M.P.S) (CBSE Board)**
- **2002 10th, Meerut Public School (M.P.S) (CBSE Board)**

Employment History:

Dayanand Vidyapeeth Educational Institute: Meerut

March 2013 to Present

Head of Department (Management)

- Managing all educational activity
- Accomplishing all work related to university level (Dr A.P.J.Technical University, Lucknow & C.C.S. University, Meerut)
- Accomplishing all work related to AICTE (All India council for Technical Education)
- Accomplishing all work related to Scholarship Department
- Managing all marketing team in accomplishing their respective target.
- Managing all database of student according to academic session (Online & offline)

Adwik Group of Project Noida

Sr. Manager (Marketing & Sales)

Nov 2011 – Dec 2013

- Responsible for assigned sales targets (monthly, quarterly and annually)
- Goals set for centres month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
- Maintaining AD stock as per norms, Document collection, Provide daily updated data to AD., Promoting the Brands & Encouraging the Sales through various Promotional Activities (CBYs, Van Activity etc), establishing a healthy relationship with retailers, effectively handled the Retailers Claim Settlement, Promoting Sales through Visibility in my area.
- Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, networking with different stake Holders and organization.
- Getting order through buying house and export house
- Proper execution of order and dispatch it on time.
- Follow up for payment.
- Develop new sample for client.
- Maintain good relation with client.

Dream Homz Group of project Noida

Asst. Manager

Dec 2010 – Nov 2012

- Greet prospects and qualify by covering all criteria (ask questions; utilize completed guest cards, etc.).
- Immediately record all telephone and in-person visits on appropriate reports.
- Files own guest cards and maintain according to established procedures.
- Demonstrate community and apartment/model and apply product knowledge to clients needs by

- communicating the features and benefits; close the sale.
- Have prospect complete application and secure deposit in accordance with the company procedures and Fair Housing requirements.
- Update availability report, process applications for approvals. (i.e., credit check, rental history, etc.)

Submit processed applications to the Property Manager for approval. Follow up with applicant regarding status.

- Ensure apartment is ready for resident to move-in on agreed date.
- Immediately follow-up on prospects that did not close and attempt to close sale again. If unable to help prospect, refer them to sister communities to meet prospect's needs.
- Secure new resident signature(s) on appropriate paperwork prior to move-in. Orient new residents to community.
- Monitor renewals. Distribute and follow-up on renewal notices.
- Assist in monitoring advertising effectiveness.
- Distribute all company or community-issued notices.
- Represent the company in a professional manner at all the times.

Investor Clinic Ghaziabad

T.L.(Marketing & Sales)

- Helping with training and development
- Completing paperwork
- Handling complaints (from both staff and customers)
- Financial responsibilities
- Ordering stock (where applicable)
- Helping with promotional events
- Personnel duties
- Reporting to senior level management

Aug2009 – Dec 2010

Field of Interest:

Sensex and Nifty

MCX

Reading and Watching TV

Cricket Basketball Volleyball Swimming

Personal Detail:

| | |
|----------------|-------------------|
| Name | Shivam Gupta |
| Father Name | Late Uttam Gupta |
| Mother Name | Mrs. Preeti Gupta |
| Place of Birth | Meerut, U.P. |
| Marital Status | Married |
| Gender | Male |

Language Known:

- ✓ ENGLISH IN ACCENT OF UK. & USA
- ✓ HINDI

Date:

Place:

(Shivam Gupta)
(Meerut)