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ABOUT :

Flexible and customer oriented professional with over 13+ years of comprehensive experience in Marketing, sales and administration. While assisting the decision makers for several years, have gained significant knowledge in various verticals of the business like administration, corporate communication, project execution and budget control and guiding teams. The pursuit for greater challenges and opportunity is still on.

WORK EXPERIENCE: (13+ YEARS)

Current Company: Samriddhi Medical Ventures, Varanasi

Designation: Proprietor

Key Responsibilities: Setting up and organizing this startup for day to day operations. Ensuring proper engagement with the customer with utmost ethics and integrity. Marketing and procurement activity handling. Maximizing the sales along with minimizing the expenditures.

EMPLOYMENT HISTORY:

1) **Axis Designers Pvt Ltd. (Dec 2016 to Feb 2020)**

Axis is a leading exhibition management company and production house specializing exclusively in exhibition management, both domestic as well as overseas. It is a one-stop-shop for all Design, conceptualization and Project Management needs of global exhibitions Industry.

- **Major clients:** Feyco treffert, Bharat Petroleum, LG Chem, Rosoboronexport Russia, Alembic Pharmaceuticals, Supriya Life Science, Elbit Systems, Ministry of defense of Israel etc.
- **Designation:** Sr. Manager, coordination and EA to Director.
- **Key Responsibilities-**
 - a. **Marketing:**
 - Responsible for locating potential clients & agencies by various means to generate business.
 - Pitching with clients to ascertain their project requirements, produce detailed proposals.
 - Find subcontractor in Europe, Middle East and Asia, negotiate price and get the project executed.
 - Oversee project management from start to finish, control project budgets and quality implementation.
 - Supervise and coordinate operations on site to ensure the client is satisfied and project objectives are met.
 - Digital communication and client servicing.
 - b. **Executive Assistant:**
 - Execution of instructions of the Director and reporting.
 - Proven track record of multitasking in urgent situations including BD, HR and admin.
 - Cost negotiations with suppliers and vendors. Keeping a time bound record of all the deliverables.
 - Final report presentation.
 - Representing the Director, during his absence.

2) **KingsmenFairtech International Pvt. Ltd.** (Feb 2011 to Dec 2016)

KFI is a Singapore based production house and event management company specializing in exhibition management and interior designing.

- **Major clients:** Nokia, Samsung TV, Nissan, Star TV, Toyota, Intralox LLC, Sunpower, Uster Tech, Fraser Hospitality, Trip Advisor, Ruckus wireless, Government of Singapore, Changi Airport Group, Beretta Guns, World Apparels, Bihar Museum etc.
- **Key Responsibilities:**
 - Heading and guiding the team for proper project execution.
 - Project execution as per the requirement of client.
 - Ensuring above average client rating on all parameters i.e. quality results for clients.
 - Final report generation and feedback research.
- **Organizing Committee, Commonwealth Games, New Delhi 2010** (June,2010 to Feb,2011)
 - **Designation**–Assistant Project Officer (promoted to Doping Control Station Supervisor, Jawaharlal Nehru National Stadium).
 - **Key Responsibilities**-
 - Implementation of antidoping program according to WADA guidelines.
 - Staff management (18 people) and training.
 - Station maintenance and logistics management including fleet management.
 - Liaising with other departments.
 - Purchase of equipment & stationary and their allocation.
 - Coordinating with other independent vendors and auditors.
 - Responsible for overall activity flow.
 - Effective administration of the station and reporting to the Deputy Director General.
- **Kashi Advertising**(July,06 to June,08)
 - **Designation** –Executive
 - **Key Responsibilities** -
 - Event and campaign management.
 - Market surveys & analysis, campaign management, strategic planning, resource utilization, revenue growth, and monitoring.
 - Media sales promotion and revenue generation.
 - Problem solving and contingencies handling.

Educational Qualification:

- 2010 - MBA (marketing) from Amity University Noida
- 2006 - Bachelor of Pharmaceutical Engineering from UPTU Lucknow
- 1998 - 12th from UP Board
- 1996 - 10th from UP Board

Other Details:

Date of Birth:	26th Dec. 1981.
Marital Status:	Married
Native of:	Varanasi, Uttar Pradesh