Jai Prakash

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Career Objective

To associate with an organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills, the growth of organization and my satisfaction thereof.

Skill Inventory

* Adept in usage of computer in doing professional work.
* Good communication ability and problem solving ability.

Education

* **M.C.A** from Sikkim Manipal University. 2010-2012
* **B.C.A** from Sikkim Manipal University. 2007-2010
* **12th** Passed From N.I.O.S. 2004-2005
* **10th** Passed from Kendriya Vidyalaya. 2002-2003

Additional Qualification

* Diploma in **Computer Hardware** from **Jetking Institute** Faridabad in 2005-2006.
* Certificate in **Computer Application**.
* Good Knowledge of **MS OFFICE** (Ms Word, Ms Excel, PowerPoint).
* Typing speed in English **35 W.P.M**.

Training Undergone

* Attended 7 Days Training for **Personality Development**.
* Attended 7 Days Training for **Network Marketing**.
* Attended 3 Days Training Program For **mountaineering**.

Co-Curricular Activities

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| * Got Certificate in Social Media Marketing by NIESBUD. * Got Certificate in Trekking camp Ranikhet to Pindari Glacier . * Participated in Blood Donation Camp held by Red Cross Society. * Got Certificate an Indian Institute of Personality Development. |

Work Experience

**May’12 – Oct’12 at Hanu Software Solution Pvt.ltd worked as Process Associate.**

**Accountabilities**

* Online job posting in US job portals.
* Data Entry.
* Data quality checking.
* Maintain data in excel sheet.

**May’14 – Oct’15 at Case Extraminds Edusocial ltd. worked as Business Development Executive.**

**Accountabilities**

* Sell K-12 educational products.
* Acquiring new customers.
* Voice outbound sales.
* Customer’s meetings at office premises.
* Closing deals and maintaining customer relations for further business.
* Solving customer queries regarding products and services.
* Providing and maintaining summary report, sales report, leads efficiency report before management periodically.

**Jan’2016 – Sep’2018 at EduQuick Product & Services pvt.ltd. worked as Business Development Manager.**

**Accountabilities**

* Maintain a team of eight sales trainees.
* Facilitate team meetings.
* Conduct product training session.
* Achieve objectives and execute work plan.
* Voice outbound sales and product demonstrations.
* Customer’s meetings.
* Closing deals and maintaining customer relations for further business.
* Sell K-12 educational products.
* Generating sales from given leads.
* Product Selling on Ecommerce site **(Amazon, Flipkart).**
* SMS, Email campaign or Google adwords.
* Social media marketing **(Facebook, Pinterest etc).**
* Solving customer queries regarding products and services.
* Providing and maintaining summary **report, sales report, leads efficiency report before management periodically.**

**Oct’2018-Present at MBD Alchemie pvt.ltd, (MBD Group) as Area Sales Officer.**

**MBD Alchemie provides a digital education programs for school, colleges and students which includes e-learning platform for students, robotics, smart classes, ERP software and skill development program.**

**Accountabilities**

* Visits in the schools and generate the appointments with the Principal and Directors.
* Giving presentations of the products to the management and provide training to the teacher in the school.
* Tie-up’s with the schools and maintain relation with them.

**Strength**

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| * Self Confidence, Positive Attitude, And Ready to learn new things. * Believe in hard work with assistance of seniors.   **Personal Information**   |  | | --- | | **Date of Birth** 20th May 1986  **Gender** Male  **Father Name** Sh. Budh Dev  **Nationality** Indian  **Marital status** Married  **Linguistic Abilities** English and Hindi  Declaration  I hereby declare that the information furnished above is complete and true to the best  of my knowledge.  **Date:**  **Place:**  **JAI PRAKASH** | |  | |