***RESUME.***

**PHOTO**



**AtulNageshPai**

**B/9, Shree Laxmi C.H.S.L., V.P. Road, Saraswat Colony, Dombivli (East), 421201.**

**Organisation: CHETANA PUBLICATION LLP.**

# 

|  |  |
| --- | --- |
| **Designation:** | **BUSSINESS DEVELOPMENT MANAGER** |
| **Period:** | Worked since DECEMBER 2019 to MAY 2020 |
| **Company Profile:** | Company Basically is BOOK EDUCATION PUBLISHER . |
| **Job profile :** | **Designated as Over all in charge of New Mumbai** |

**1) Job profile as Incharge in allotted area**

1. **Approaching all schools in New Mumbai for Pitching the Booksto Principal / Trustee for sales .**
2. **Approaching schools for Appointment of product demo for Normal Books & Digital Books , Successfully given product demo to Principal , Trustee & Teachers**
3. **Approaching schools for giving quotation/ offers of the product and by simultaneously giving**

**followup to the leads.**

1. **Approaching Principal / Trustee for financial meet to get the orders .**
2. **Approaching Book Depo ,Classes to become Dealers & Distributors of companys product**
3. **Enthusiastically Sharing the knowlege of education to school**
4. **Reporting to the AREA MANAGER & MD Daily by giving the status of school approach for sales**

**Organisation: KHERWADI SOCIAL WELFARE ASSOCIATION**

# 

|  |  |
| --- | --- |
| **Designation:** | **Business Development Manager**  **YUVA PARIVARTAN – PROJECT)** |
| **Period:** | Worked from April 2019 to October 2019 |
| **Company Profile:** | Company Basically is NGO dealing in education field. |
| **Job profile :** | **Appointed for Mumbai Region** |

**1) Job profile as Incharge in allotted area**

1. **Approaching all compute institute , schools , colleges & classes as a suspect**
2. **Approaching compute institute , schools , colleges & classes by Appointment s to**

**Promote the model ATCC & RCP by giving presentation/ demo to Principal , Trustee**

**, Teachers & Owners of the institutes,**

1. **Handling the team of 6 coordinater ,by accepting daily reports, training them & helping them to achieve their monthly targets.**
2. **Doing Seminar / camps in the respective prospective area for enrolment of E & C.**
3. **Handling the E& C verification ,Conducting Exam of students in online pattern.**
4. **Enthusiastically Sharing & keeping the brand value of the product in market to end users**
5. **Reporting to the seniors Daily by giving the status of school approach in CRM ONLINE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organisation: M/s Esense learning Pvt Ltd.**

# (Initiative of Navneet Publication)

|  |  |
| --- | --- |
| **Designation:** | **TERRITORY SALES INCHARGE ( TSI)** |
| **Period:** | Worked since May 2018 to Janaury 2019 |
| **Company Profile:** | Company Basically is in to elearningsofware . |
| **Job profile :** | **Designated as Over all in charge of Thane Region** |

**1) Job profile as Incharge in allotted area**

1. **Approaching all schools for KYC & Pitching the products to principal / Trustee for sales .**
2. **Approaching schools for Appointment of product demo for TOP CLASS , TOP SCORER & TOUCH .Successfully given product demo to Principal , Trustee & Teachers**
3. **Approaching schools for giving quotation of the product and by simultaneously giving followup**
4. **Approaching Principal / Trustee for financial meet to get the orders**
5. **Approaching Book Depo to become Dealers & Distributors of companys product**
6. **Enthusiastically Sharing the knowlege of education to school**
7. **Reporting to the seniors Daily by giving the status of school approach in CRM ONLINE**

**P.T.O**

**Organisation: M/s Patisserie Cakes R US LLP.**

## Designation: Manager ( Sales & Marketing+ Retail, Production & Administration & shop)

**Period:**  Worked since Jun 2016 to April 2018

**Company Profile:** Company Basically is Bakery industry Having Retail Outlet shop .

**Job profile : Designated as Over all in charge of above project**

## 1)Incharge for POS -Shop ( Retail)-

1. **Supervising & maintaining the shop activity from Opening stock to Closing stock .**
2. **Over viewing & controlling to minimize the stale,**
3. **Ordering the other products for shop sale by quoting the product price , by Maintaining the Product Self life and Display.**
4. **Solely present in POS to promote New Products and Boost the daily sale**
5. **Enthusiastically supervising & giving necessary training to Shop in charge Counter Sale personal & Delivery Guys periodically & successfully.**

## 2) Incharge for Production Department-

**a)Coordinating with Master Chef , Confectioner & Baker**

**b)Coordinating with the chef for the New launching products,**

**c)Coordinating with the supplier for the supply of the materials**

**e)Coordinating & team member while manufacturing events cakes like Wedding cake , Party Cake , Annual celebration of corporate, Spl Birthday cake orders.**

## 3) Incharge for Administration , Hr Department & Accounts

1. **Handled the admin Department by maintaining the Day to day Expenses by accounting petty cash in system**

**( POS & PRODUCTION )**

1. **Maintaining the files of purchase , supplier bills and other necessary bills such as Rent , Telephone ,**
2. **Issuing the cheque to all the suppliers, Salary of all staff and other payment,**
3. **Handled the Procurement management By interview & recruiting the appropriate candidate**

## 4) Incharge for Marketing & Sales ( Corporate ,Institutional , Distribution- Dealer & Retail)

**a)Handled more than 200 corporate & 15 schools contacts by giving samples & presentation to achieve orders of Andheri Region of Mumbai.**

1. **Handled more than 10 Distributors by coordinating them for promoting more products.**
2. **Area of working in Andheri ( Retail + Corporate )**

## 5) Incharge for Liaoning part of the Bakery Required

**a) Authorise person to all the liaison part of all industry required.**

**P.T.O**

|  |  |
| --- | --- |
|  |  |
| **Organisation:** | **M/s NIRVANA MOTION PICTURES LTD .** |
| **Designation:** | **Division Manager** |
| **Period:** | **Jul 2012 to May 2016.** |

**Company Profile:** Company Has various PROPERTIES like:

1. PROPERTY : Award & Accolades for Sme’s
2. PROPERTY : Company in to Corporate Film & Production (Preferably does CF only for Sme’s )
3. PROPERTY : Events , Conference , Expositions for Sme ‘s

(Also Authorize & Exclusively Event Organizing Company for– INDIA SME FORUM Only Sme’s )

1. PROPERTY Media : Unique & Distinctive Television Shows on NDTV Profit ,

10 Episode in which 4 capsules of each sme’s –Objective –SUCCESS STORY OF Sme’s

So called as  **“ INDIA SMALL GIANTS” for Entrepreneur of India,**

(Initiative of INDIA SME FORUM - Only for Sme’s )

**Job profile :**

1. Handled & Initiated above all the Properties , Role in Senior & Supervision Position ,

Actively Coordinating with team to organize Events & Conference Like:

**Conference -**

* 1. Market the product to Respective Sme’s in Respective area ,

All India Base –Through Awareness , Emailer , E invitee , Trade Associations & PR

* 1. Delegate Calling to Respective Sme’s to attend the conference in that Area by

Sharing the Information of the conference , Agenda & thereby conveying Advantages of Conference in

Brief of the conference aswell as of Organization,

* 1. During the conference was actively cooperating the Production Team Pre & Post Like:
     + Vendor coordination ( Stage , Back Drop , Sitting Arrangement for Delegates & Dignitaries Sound Cluster , Projector View , Audio & Video to over view necessary arrange are organized for the respective event ,

P.T.O

* + - Coordinating with the sponsor Partners of the Event,
    - Look for the hospitality for the Protocol , Top Dignitary , Mentors & Success story narrator, ▪Supervising the Registration Counter in view from Delegates Deliverable , Registration & Pitching the product in Niche available time with warm Welcome to delegates & thus to invite them to get refresh by Lunch & Tea Breaks,
    - Collecting the Respective Data in Accordance by Approaching individually Delegates in reference of Product Pitching,

1. During Tenure of Job was proactively approaching the Sme by creating Data Base for all above Property,
2. Achieved the target ,Resolved the Query & Task in Coordination with the team ,
3. Delivered the Deliverables in time to Customer & Partners on boardto satisfy & maintained them to be in reference for future prospect ,
4. Co-ordinating with Accounts Department for the Payment procedure of the sold product by raising invoice &Follow-ups to clients till payment is credit in the accounts of respective property.
5. Done the job for the Magazine of Winner Booklet ( Awards & Accolades property ) in collecting Advertising of sme to get the insertion of advertisement in the Booklet Worked individually by coordinating with Sme’s& also coordinated with the Creative Team in creative’s of the collected adv coordinated with Publication &printer till Release of final product of Winner Booklet.

**LOCATION OF THE JOB :**

1. **All India ;- All States including Union Territory to explore Potential Sme’s ,**
2. **All Trade Association & Clusters of India ,**
3. **Visit all the Expo in Mumbai & out of Mumbai as to Keep Awareness of the property**

**& for Pitching the Product in respective specified field, 4) Compiling & Organizing Data in Excel sheet ,**

**Additional Key Role Responsibilities:**

Team Member partially to the Department of Sponsorship, Alliances & Partnerships ,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## P.T.O

**Organisation: M/s CONSUMER CENTRE**

### Designation: Assit Event Manager

**Period:**  2006 to 2012

**Company Profile:** Company was into Events ( Exposition) of MSME & Traders

(Consumer & Retail Expo )

Events usually was schedule in Mumbai & Suburbs Region,

**Job profile:**

1. Handled All the activity of Exhibition,
2. Handled Creative’s from Idea’s to printing Brochures of Expo,
3. Pitching the Product of Expo to the Respective potential clients for to participate in the Expo,
4. Coordinating with the Publication & Media for PR & Advertising,
5. Handled the Liaoning & Legal part for the Individual Expo ,
6. Co-ordinating with Pre & Post Production Department,
7. Physically active throughout Event Show by Coordinating with the Exhibitor & Visitors,
8. Coordinating with the Accounts Department to raise the invoice of the Exhibitor,

Was responsible till the payment credit in the account of the company of the Exhibitor,

1. Handled the Recovery Part by giving regular follows to the respective Corporate Client

in terms of Deliverable & payment .

1. Approaching for Sponsorship & Partnership for Events.

## P.T.O

**Organisation: M/s S M Dyechem Limited**

**Designation: Sales Executive**

**Period:** 2003-2006

**Job Profile:** Handled the entire Goa and South Mumbai region

Institutionalproduct,Coordinatingwith Retailer,

Maintaining Dealer & Distributors

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation: M/s Patrex Fuels India Ltd**

**Designation: Marketing Executive**

**Period:** 2000 - 2003

**Job Profile:** Handled the entire Maharashtra by exploring thepotential Clients,

Appointing Dealer& Distributors simultaneously by selling the

Product to Dealer & Distributors Channel Network.

Handled the entire PR & Media Activity and Customer care division.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Organisation:** | **M/s Pepsi Cola India Pvt. Ltd.** |
| **Designation:** | **Data Entry operator (P.S.N.D)** |
| **Period:** | 1997-2000 |
| **Job Profile:** | **Appointed in** Sales Department in Ware House , |
|  | Achieving target on Daily Bases by Maintaining the daily routes, |

Giving reports on daily, weekly & monthly to the ASM.

**Organisation: M/s Modi Xerox Limited.**

**Designation: Marketing Research Executive**

**Period:** 1994-1997

**Job Profile:** Surfing for suspect Data of prospective Companies in city of Mumbai,

Marketing Pitching the product of Photo Copy Machines to

Corporate clients, Core sales of photocopy machine in Mumbai City region.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## P.T.O

-7-

**EDUCATION INFORMATION :**

*BACHELOR DEGREE IN COMMERCE*

Additional Course: Certified Course in Computer ‘s

EXECUTIVE MBA from NIBM Gobal ( Executing )

***PERSONAL INFORMATION***

|  |  |
| --- | --- |
| **Name:** | **AtulNageshPai.** |
| **Permanent Address:** | **B/9, Shree Laxmi C.H.S.L.** |
|  | **V.P. Road, Saraswat Colony,** |
|  | **Dombivli (East). Pin: 421 201.** |
| **E-Mail ID** | **atulnapai4@gmail.com** |
| **DOB:** | **31 July 1973.** |
| **Cell:** | **+917506057434** |
| **Languages Known:** | **English, Hindi, Marathi , Konkani &kannada,** |

**{Gujrathi& Tamil- Partly} .**

### Passport: No Z4493633

**Driving License: Yes (4 Wheeler – Indian Licence)**

**Hobbies: Driving, Reading, Computers and Creativity & Etc.**

**Vehicle : Having own 2 wheeler with licenses**

**Willing to Travel All Across the india**

#### Mail me at atulnapai4@gmail.com / Buzz me +91 7506057434

**Thanking You**

**Atul N. Pai**