###

###  Raees Shaikh

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**Professional Objectives:**

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| To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.Qualification Summary:* Good communication & presentation skills
* Functional knowledge of Excel & Word
* Good at coordinating and organizing tasks
* Extrovert enjoy interacting with people especially student community.
* Excellent marketing strengths in direct sales
* Extensive workingknowledge of sales promotion strategies, team management, relationship building.
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Academics:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Exam | Name of College | Board/University  | Class/Grade % | Year of Passing |
| M.B.A(Marketing) | IBMR, Chinchwad, Pune | Savitribai Phule Pune University, pune |  awaited  | (15 -17) |
| B.A (Bachelor of arts) | Nutan Maratha college, Jalgaon | North Maharashtra University, Jalgaon |  50% | 2014 |
| H.S.C | New urdu junior college and high school, Pachora, Jalgaon | Nasik board |  41.83%  | 2010 |
| S.S.C | Anglo urdu high school, Pachora, Jalgaon | Nasik board |  53.69% | 2008 |

Work Experience

* **Currently associated with-** Symbiosis Skills University,Pune

**Duration-** 9 October 2019-Present

**Designation-** Admission Officer

* Managing Digital enquiries - Walk-in, telephonic, emails or by any other mode.
* Traveling to other cities and states for the seminars and exhibition.
* Team Management and coordination.
* counseling to the Students. Identifying and visiting colleges, corporates and arranging meetings with their key personnel.
* Regular follow ups with colleges and corporates.
* Assisting in organizing seminars & workshops at colleges and corporates for lead generations
* Assisting in all marketing activities of the University viz. taking in house seminars, managing counseling desks in college or corporate events.
* Counselling prospect candidates for the programs offered by the University.
* Inurture education solution Pvt Ltd (Ajeenkya D Y Patil University,Pune)

**Duration**- 10 October 2018- 9 October 2019

**Designation-** Sr. Business development executive

 **Responsibilities:**

* Generating sales leads and drive walk in at the University.
* Identifying and visiting colleges, corporates and arranging meetings with their key personnel.
* Regular follow ups with colleges and corporates.
* Assisting in organizing seminars & workshops at colleges and corporates for lead generations
* Assisting in all marketing activities of the University viz. taking in house seminars, managing counseling desks in college or corporate events.
* Counselling prospect candidates for the programs offered by the University.
* Managing enquiries - Walk-in, telephonic, emails or by any other mode.
* Traveling to other cities and states for the seminars and exhibition.
* Supporting team in the admission period by handling walking, counseling the candidates and all the admission process.
* Applect e-learning systems Pvt. Ltd.

**Duration-** 22 August To April 2018

 **Designation-** Business Development Executive

 **Responsibilities:**

* Set up meetings with potential clients and  listen to their wishes and concern
* Prepare and deliver appropriate presentations on products and services
* Create frequent reviews and reports with sales and financial data
* Participate on behalf of the company in exhibitions or conferences
* Negotiate/close deals and handle complaints or objections
* Collaborate with team to achieve better results
* **Company Name:** S2 INFOTECH PVT LTD(3rd party payroll of Airtel)

 **Duration :** 9th months (19 nov.2016 to agust 2017)

 **Designation :** Sales Executive

 **Responsibilities:**

* Direct selling,Pitching to walking customers meet up their needs and selling the products.
* Corporate selling, To Target the working and walking employee at corporate office.
* Meeting monthly target
* Activation processes
* **Company Name:** OM SERVICES(NOKIA CARE), Jalgaon

 **Duration** **:** 2yr6 months (1st July 2012 to 31 December 2014)

 **Designation** **:** Relationship Executive

* **Responsibili**result
* Attending the customer
* Communicating with the to customers meet up their queries and needs.
* Maintaining relationship with the Customers, provide them after sales support.
* Meet the sales target.
* Team handling experiences of 5 members.
* Motivating the sub-ordinates to do business.
* Ensuring adherence to sales processes and requirements.
* Achievement of monthly quarterly & yearly business plan

Summer Internship

**Company Name: Knorr-Bremse system for commercial vehicle India Pvt. Ltd.**

**Duration**  **:** 8 weeks

**Description :** The project title “Study on customer satisfaction after sales and srevices”**.**

The project is about analysis (Sales and services) of Knorr-bremse air brakes system for commercial vehicle in ginning industries by collecting information with the help of various tools.

It also includes Promotion and comparative study of Knorr-bremse system high models with other competitive brands.

**Knowledge:**
Knowledge and application of sales & servicing techniques such as: Seek Opportunity, Rapport building, selling on emotion, ownership, building value in the product, and up-selling.
**Professional Skill Set:-**

I am confident, positive, and flexible in nature. I always try to prove my Knowledge in the field I work,

I have the ability to share my ideas and vision while working with team member and I also respect the ideas of other, I have a great inclination for challenging job.

Personal Information:

### Contact Address : row house no 5 bhagyshila housing society,NIBM road kondwa 411048

### Permanent Address : 1457, kurban Nagar, Pachora -424201 Dist-Jalgaon

**Date of Birth** **:**  1st June 1991

**Language Known** **:** English, Hindi, Marathi, Urdu

**Marital Status** **:** Married

**Gmail id :** aadilqureshi78@gmail.com

**Mob No :** 9096433526, 8329421842

**Skype id :** Raees Qureshi

**Passport No :**  NA

 **Declaration.**

I hereby certify that the above mentioned information is true and correct based on my knowledge and belief.

**(Raees Shaikh)**

**Signature.**

** Place:**

 **Dated:**