

# JASWANT

## CONTACT

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India, New Delhi, 16/476 BAPA NAGAR, HARDHYAN SINGH ROAD, KAROL BAGH, NEW DELHI

## EDUCATION

2020 - 2023

### Bachelor of Arts (BA)

University of Delhi, India, Delhi

### 12TH Pass

CBSE, India, New delhi

### 10TH Pass

CBSE, India, New delhi

## HOBBIES

- Reading
- Cooking
- Traveling
- Bike riding

## LANGUAGES

- English
- Hindi

## PERSONAL INFO

- Date of birth: 18 September 2002
- Place of birth: NEW DELHI
- Nationality: INDIAN

## PROFESSIONAL SUMMARY

Strategic and versatile professional with a unique blend of experience in event management, sales, and the insurance industry. With a solid foundation in event planning, adept at orchestrating seamless corporate events and conferences that not only drive brand recognition but also generate valuable leads. Utilizing strong sales skills honed in the insurance sector, consistently exceeds targets and drives revenue growth by identifying client needs and delivering tailored solutions. Known for exceptional interpersonal and communication abilities, fosters strong relationships with clients, team members, and external partners. Combining expertise in insurance underwriting and claims processing, ensures comprehensive risk assessment and provides clients with personalized insurance coverage options. Adaptable and results-driven, committed to delivering excellence across all facets of event management, sales, and insurance services, while driving organizational success through innovation and collaboration.

## EXPERIENCE

### Sales Man

2021 - 2022

#### Gujra&Isons, India, Delhi

As a Salesman at Gujral & Sons, I played a pivotal role in driving revenue growth and expanding the customer base for the company. Leveraging my strong interpersonal and communication skills, I effectively engaged with prospective clients, understanding their needs and preferences to offer tailored solutions. Through proactive sales strategies and product knowledge, I consistently exceeded sales targets, contributing significantly to the company's bottom line.

- Building and maintaining relationships with clients, providing exceptional customer service and support throughout the sales process.
- Conducting product demonstrations and presentations to showcase the features and benefits of our offerings.
- Ensuring timely and accurate order processing, inventory management, and delivery coordination to meet customer expectations

During my tenure at Gujral & Sons, I consistently received positive feedback from clients for my professionalism, integrity, and dedication to exceeding their expectations. My contributions played a significant role in enhancing the company's reputation and market presence in the industry.

### Back Office

2022 - 2023

#### ROYAL GADGET CARE, India, NEW Delhi

- Efficiently handled all back office duties in a fast-paced gadget repair depot, including diagnostic troubleshooting, parts inventory management, repair quoting/documentation, and quality assurance for repaired devices.
- Demonstrated expertise in quickly and accurately diagnosing issues with smartphones, tablets, laptops and other consumer electronics.

Proficiently disassembled devices and installed replacement components such as screens, batteries, and internal hardware.

- Processed an average of 15-20 repair jobs per day while maintaining meticulous attention to detail and following all protocol to ensure proper handling of customer property and satisfaction with completed repairs.
- Optimized workflow by establishing an efficient parts requisition system, keeping frequently-used components in stock and submitting orders for rarer parts ahead of need to avoid delays.
- Contributed to a 15% increase in monthly repair volume by streamlining diagnostic and documentation procedures, improving team productivity.

## Event Management

2021 - 2024

### India

- Managed all event logistics including venue research/selection, negotiating contracts, coordinating vendors, developing run-of-show schedules, overseeing set-up/tear-down, and handling on-site troubleshooting.
- Provided outstanding attendee experience by ensuring seamless execution of all audio/visual requirements, catering, marketing/promotional materials, speaker management, and engaging activations.
- Coordinated with cross-functional teams including marketing, sales, operations, and executive leadership to develop creative event concepts aligned with organizational goals and messaging priorities.
- Designed and managed registration websites, conducted post-event surveys, and analyzed metrics to measure results against objectives and identify areas for improvement.

## ★ SKILLS

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Communication



Creativity



Teamwork



Adaptability



Problem-solving



Openness

