

Ravindra Maurya

RavindraMaurya1617@gmail.com
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Summary:

Seeking a career opportunity in Human Resource Management which would help me to utilize my academic background to assist me to gain experience, employ my excellent interpersonal skills, and enable me to make positive contribution.

Skills:

MS Word, Excel, Power point, Outlook, Mozilla,
Naukri.com, Shine, Career Builder.

Education:

Examination	Board/University	Year	Percentage
BBA	Greater Noida Inst. Of Technology, G. Noida	2014 - 2017	57%
H. Sc (XII)	U.P. Board	2014	66%
S.Sc (X)	U.P. Board	2012	77%

- **Certification in HR Generalist & Audit (On Job Training)**
Apron Solutions Pvt Ltd, Noida

Jul 17 – sep 17

Work Experience

COMPANY :- India Mart (Oct. 2017 to Nov 2018)

Designation :- Sales Executive

- Build and manage productive, professional relationships with clients using telephonic and/or video conversations
 - Ensure clients are using and deriving benefit from IndiaMART
 - Ensure products/services in client's e-catalog are accurately defined
 - Maximize revenue by upselling other services and achieve fortnightly, monthly client retention and revenue targets
 - Systematic follow-up and time-bound closures
 - Prompt resolution of complaints
 - Daily 10-15 meaningful telephone/video calls with clients
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COMPANY :- HP Builders Pvt. Ltd.(20th Jan 2019 to 16th May 2022)

Designation :- Business development Manager

- Achieve maximum revenue targets through primary sales in the residential segment Drive scale and growth through proper sales planning and precise execution.
- Comply with the Sales process and mechanism of the company to ensure Business Integrity. In-depth knowledge about the real estate environment in the city, property buying & renting cycle.

- Awareness of government policies and bylaws, processes & transaction procedures. Awareness about new projects coming up in the city and prevailing prices in various localities of the city.
 - Maintaining deal pipelines and client contact lists
 - Visiting potential customers for new business. Making accurate, rapid cost calculations, and providing customers with quotations.
 - Negotiating the terms of an agreement and closing sales
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Co-Curricular Activities:

- I have won Several Quiz and Essay Writing competition at in my college
 - 1st position in science & arts exhibition
 - Participated as volunteer in various events & conference
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Personal Details:

Name	Ravindra Maurya
Gender	Male
Father's Name	Mr. Bangali Kushwaha
Mother's Name	Mrs. Shakuntala Devi
Perm. Address	H.no 433/8, Ward no 8,Deoria Khas, Dist. Deoria (U.P.) 274001
Date of Birth	17 - 05 - 1998
Nationality	Indian
Language	Hindi & English
Marital	Married

Declaration:

I hereby declare that all the information stated above is true to my knowledge & there is no adulteration regarding it.

Date:
Place:

Ravindra Maurya