



MOHD JUNAID

Assistant Manager

With over three years of dedicated experience in the Ed-Tech and Education Industry, my professional journey has been deeply intertwined with the realms of Admissions and Outreach. My expertise lies in Business Development and Sales, forging strategic partnerships, identifying new business opportunities, and effectively closing deals, and contributing significantly to the growth and success of the organizations I've been a part of.

EXPERIENCE

Indian Institute of Art and Design Assistant Manager - Outreach New Delhi 2024 - Present

Key Responsibilities:

- Developed and implemented comprehensive outreach plans and strategies to expand engagement with stakeholders and target audiences.
- Identify, pursue, and secure new business opportunities through strategic partnerships and collaborations, and driving revenue growth.
- Provide guidance and support to clients and partners, nurturing long-term relationships built on trust, reliability, and mutual respect.
- Oversee data collection, analysis, and interpretation to inform strategic decision-making and forecast future trends and opportunities.
- Conduct training sessions to enhance the skills and capabilities of team members, fostering a culture of continuous learning and professional growth.
- Manage travel for business meetings, conferences, and events, and maximizing opportunities for networking and collaboration.

AND Academy (Start - up) Assistant Manager - Admissions & Outreach New Delhi 2021 - 2023

Key Responsibilities:

- Involved in overseeing and guiding a group of individuals to work collaboratively towards achieving common goals and objectives.
- Setting clear expectations, delegating responsibilities, providing support and feedback, fostering a positive work environment, resolving conflicts, and promoting professional development.
- Regularly monitoring and assessing team performance and project progress, providing feedback, and making adjustments as necessary to ensure goals are met.
- Developing comprehensive plans and approaches to achieve long-term goals and objectives.
- Analyzing internal and external factors, identifying opportunities and challenges, setting priorities, and defining actionable steps to drive success.
- Engaging with stakeholders and target audiences to expand brand visibility and engagement.

Indian Institute of Art and Design Senior Counsellor New Delhi 2020 - 2021

Key Responsibilities:

- Evaluating students' academic strengths, weaknesses, interests, and goals to tailor counseling sessions to their individual needs.
- Assisting students in developing academic plans, course selections, and career pathways aligned with their aspirations and capabilities.
- Implementing initiatives to expand outreach and engagement with target audiences, such as students, parents, educators, and community members, to raise awareness and promote the organization's offerings and services.

Careers 360 Sales Executive (Internship) 2015 - 3 months

Key Responsibilities:

- Identify potential clients or customers through various channels such as networking, cold calling, or market research.
- Develop strategies and tactics to meet or exceed sales targets within designated timelines.



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SOFTWARE/TOOLS

- LeadSquared
- Meritto (NoPaperForms)
- MS Office
- Excel/Google Sheets
- Canva
- MIRO

EXPERTISE

- Management Skills
- Business Development
- Presentation Skills
- Sales
- Negotiation Skills
- Critical Thinking
- Leadership
- Training

EDUCATION

Fortune Institute of International Business

PGDM - Marketing & International Business
2017- 2019

IMS Unison University

Bachelors in Business Administration
2013 - 2016

Carman Residential and Day School

12th - ISC - Commerce
2013