

Brijesh Kumar



Contact

Address:

Uttam Nagar, New Delhi 110059

Phone: 9560244909

Email:

poddar.brijesh1989@gmail.com

Achievements –

- Acknowledged for adding new clients.
- Got an opportunity to travel overseas for Exhibition coordination.
- Appreciated for maintaining a good PR within organization as well as with the clients and vendors.
- Recognition of efforts awarded with increments and giving additional responsibilities.
- Got Achievement certificate in GGS Global Business Solutions

Summary

- 10+ years' experience in sales, Administration & Accountant, operations & marketing, selling exhibition space, sponsorships and show catalogue advertisements.
- Preparing customized proposals, negotiating, closing, raising invoice and collection of payment.
- After sales support, client servicing pre-during and post the event.
- Venue management, Logistics coordination, maintaining necessary databases for futures uses.
- Possess a PGDBA from Symbiosis, Pune.

Skill Highlights

- Phone Etiquettes
- Multitasking
- Professionalism
- Attention to detail
- Business correspondence.
- Computer Literacy
- Presentation skills

Experience

GGG Global Businesses Solutions-Admin cum Accountant June 2021 – Current

- Planning and coordinating administrative procedures systems and devise ways to streamline processes.
- Recruit and train personnel and allocate responsibilities and office space & ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Dealing with various vendors and apply negotiation skills. Manage schedules and deadlines.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints & monitor costs and expenses to assist in budget preparation
- Organize and supervise other office activities (recycling, renovations, event planning etc.) & Ensure operations adhere to policies and regulations
- Keeping account books & systems up to date & advises on ways to reduce costs and increase profits.
- Preparing accounts & tax returns along with monitoring spending and budgets.
- Updating Accounts receivable & accounts payable after generation of invoices.

Education

PGDBA - Marketing (2013-2015) from Symbiosis Centre for Distance Learning Pune

B.A. Programme (Bachelor of Arts) (2008-2011) from Delhi University

Other Proficiency

- Working knowledge of MS- Office (Excel, Word & PowerPoint).
- CRM (Google sheets)
- Google Drive
- Digital Marketing
- Typing 35-40 WPM

About Me

- An extrovert who prefers interacting with colleagues, friends and family during non-office hours
- I believe Myself to be a good team player and wish to prove myself as a successful

Experience

CII-Confederation of Indian Industry-Project Assistant **Nov 2011 – April 2020**

- Space Selling, Sponsorship selling, Delegate selling and Ad Sales for various overseas & domestic trade fairs and conferences
- Providing inputs and preparing reports/ proposals for bids and tenders under Ministry of Commerce, Government of India - MAI schemes
- Client Servicing- before, during and after the event (Trade Fairs like Auto Expo and similar other exhibitions at Pragati Maidan and other cities in India and abroad)
- Logistical coordination with Visa agency, Hotels, Travel agencies, Venue Managers and supervisors, Freight forwarders, Stall Fabricators, Carpet vendor, Conservancy vendor, Firefighting equipment vendor, Parking, Security, Horticulture vendor, Tea Coffee vendor and Stall coordinators, Food and Beverages and other elements related to the exhibition
- Creating and Maintaining necessary database and records for existing and upcoming shows Contacting potential clients and fix meetings
- To explain different plans and understand the client's requirement, prepare and submit customized proposals, negotiate and close the deal.

Weblink .in Pvt. Ltd. – Business Development Executive **March 2011 – Nov 2011**

- Researching organizations and individuals to find potential organizations
- Contacting potential clients and fix meetings
- To explain different plans and understand the client's requirement
- Prepare and submit customized proposals
- Negotiate and close the deal.
- Maintain Strong Customer relationship

Personal Dossier

- Father's Name: Mr. Bindeshwari Poddar
- Date of Birth: 1st December 1989
- Marital Status: Married
- Reference: upon your request