

RANJIT

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Professional Summary

Skilled **Business Development leader & Manager** offering **approx. 8** years of experience in education sector with leading operations and enhancing revenue along with team management skills. Bringing expertise in client acquisition and contract negotiation, along with excellent interpersonal communication, technical skills, relationship-building and team leadership abilities. Results-driven and proactive with demonstrated record of accomplishment in meeting and exceeding sales and revenue objectives.

Skills

- New Business Development
- Staff Management
- Market understanding
- Networking strength
- Forecasting ability
- Revenue Generation
- Territory Management
- Key decision making
- Relationship building and rapport
- Google sheets
- Staff education and training
- MS-Excel
- MS-Word
- Google ads
- Google AdSense
- Good Listener
- Counseling
- Encouraging

Work History

Business Development Manager, (Academic Head) 01/2019 to Current

Paramount Coaching Pvt. Ltd. – Rajasthan

- Recruited, interviewed, hired, and trained 250 employees and implemented a mentoring program to promote positive feedback and engagement.
- More than 1500 Faculty, Executive and admin staff in touch from different-different locations.
- Grew admissions volume in assigned territory 20% through strategic budgeting and services promotion.
- Monitor walk-in and Telephonic enquiries and guide counsellor accordingly.
- Streamlined operational efficiencies by delivering recommendations for knowledge-based processes and procedures.
- Conducting seminar with School and Colleges and try to connect with them with different-different Programs.
- Capitalized on industry and marketplace trends to strategize solutions and enhance business operations.
- Established relationships with key decision-makers within customer's organization to promote growth and retention.

- Meeting with junior and senior to share ideas for business growth.
- Devised effective marketing, sales and other promotional initiatives.
- Collect feedback and performed customer needs analysis.
- Cross-trained existing employees to maximize team ability and performance.
- Production team handling for effective online publicity
- Overall team co-ordination

Branch Leading Authority (Manager), 04/2017 to 01/2019.

Mahendra Educational Pvt. Ltd. – Delhi, New Delhi

- Assessed budget plans and present costs to forecast trends and recommend changes
- Reduced expenses by effectively negotiating contractor prices, terms and service agreements.
- Handling Counselling sessions with Parents and Candidates
- Plan colleges and school visits for marketing purpose
- Plan events at colleges and schools to gather data of candidates
- Canopy and Seminar planning at prime locations
- Provided one-on-one application assistance to prospective students.
- Monitor overall activity of branch and individual employee performance.
- Developed innovative marketing campaigns to increase engagement with target demographic and drive brand exposure.
- Increased admissions volume by expanding services and feedback.
- Identified opportunities for growth within territory and collaborated with sales teams to reach sales goal.
- Developed strategic relationships with school, colleges and universities to foster profitable business initiatives.
- Engaged employees in business processes with positive motivational techniques.
- Assessed budget plans and present costs to forecast trends and recommend changes.
- Enhanced branch revenue rates by handling staff conflicts, evaluations, hiring/termination processes, coaching employees on company protocol and payroll operations.
- Uncovered and resolved strategic and tactical issues impacting sales management and business operations.
- Recruited, interviewed, hired and trained approx. 65 employees and implemented mentoring program to promote positive feedback and engagement.

Assistant Manager Cum Computer Faculty 04/2015 to 03/2017.

Mahehndra Educational Pvt. Ltd. – Delhi, New Delhi

- Delivered clear, effective feedback to improve quality and efficiency of student-written computer programs
- Handling day to day operations
- Time table management for class scheduling
- Handling Counselling sessions with candidates
- Non-teaching staff management and training
- Worked to develop networks by identifying and pursuing new leads, attending industry events, and building rapport with clients
- Attended faculty meetings and professional development opportunities to stay abreast of current teaching strategies and content knowledge related to Industry.

Information Technology Instructor & Trainer, 09/2013 to 02/2015.

Saujannaya Manpower System Pvt. Ltd. – Ludhiana, Punjab

- Coordinated ongoing technical training and personal development classes for staff members
- Planned and implemented a curriculum to teach up-to-date technology to 5000 government officials
- Working as Trainer under a project named as CCTNS (Crime and Criminal Tracking Network System)
- Set up computers and networking systems and delivered step-by-step instructions on basic use
- Monitored social media and online sources for industry trends
- Maintained excellent attendance record, consistently arriving to work on time.
- Emphasized web etiquette and practical applications of technology for professional use.

Intern, 03/2013 to 08/2013.

CMC Pvt. Ltd. – NOIDA, UP

- Working on a live project with CMC PVT. LTD
- Work on mobile applications with the android platform
- Answered phones, provided information, and took messages
- Compiled research data and gave professional presentations highlighting finds and recommended optimizations

Education

B.tech : Computer Science, 06/2013

Swami Vivekananda Institute of Engineering & Technology. - Chandigarh, Highway, Sector-8, Ramnagar, Punjab

- Graduated with A Grade.

Certifications

The fundament of digital Marketing by Google.

Personal Information

- **Date of Birth:** - 02nd Sep, 1989
- **Language Known:** - English, Hindi, and Punjabi
- **Sex:** - Male
- **Nationality:** - Indian

Hobbies

- Blogging
- Cooking
- Yoga