

201 Creado Apartments,  
Juhu Church Raod,  
Juhu, Mumbai- 400049 India  
P : +91 8898080904  
E : hr6@falconmsl.com  
W : www.falconjobs.net

FALCON ID # 57454

Maintenance / Business Continuity

Residential Country : India Nationality : India  
Resume Title : Business Head Notice Period : 1 Days

## EDUCATION

Qualification	Institute / College /university	Year	Country
Diploma	Aptech Computer Education	1996	India

## CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Business Head	Reputed Company	India	08/2010	05/2012
Md	Pragati Group Of Companies	India	04/1995	07/2010

## ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
Certified Financial Analyst			

Current Salary  
(Monthly In Usd): Not Mention

Expected Salary  
(Monthly In Usd): Not Mention

Additional Skills :

ACHIEVEMENTS

The Best employee appreciation award received from Pragati Group of companies in year .

## TRAINING UNDERTAKEN

Financial Modelling Course from Edu pristine (-), Mumbai.

Holder of Mutual Fund (Advisors) module certification issued by AMFI in year , Mumbai, India.

Holder of NCFM Derivatives Market (Dealer) module certification issued by NSE yr. , Mumbai.

Six months Diploma in Central Excise & Customs Law from TVC institute of management, Mumbai

## IT/COMPUTER SKILL

yrs. Higher Diploma in Software Engineering from Aptech Computer Education, Mumbai in -.

## FORTE

Business Planning & Development

General Management

Financial Analysis

## SKILL SET

People Skill

Persuasion Skill

Prioritisation Skill

Additional Information :

## WORK EXPERIENCE

Recent Past Employer

Tenure

From stAug  
To st May

Company

Reputed Company

Designation

Business Head

Mandate:

. Setting strategy for executing plans for:

- a. Mkt penetration, Competition and environment scanning to avail of opportunities.
- b. To identify expansion opportunities for financial products and/or services.
- c. To decide, set budgets, forms partnerships, and hires a team to steer the company accordingly

. Creating and Implementing Budgets and Revenue Streams:

- a. To drive the organization towards profits by clear goal setting and business plan.
- b. Create budgets for major expenditures, and manages the firm's capital.
- c. Ensure the development of Plans, Priorities, Performance Measurements, Management controls and Critical Success factors.
- d. Review approved plans and budgets as part of the planning and budgeting cycles and present recommendations to the Board of Directors.
- e. Propose agendas for the Board of Directors reflecting Issues, Opportunities and Priorities.

. Building Culture:

- a. To create and maintain a work culture that rewards performance through a transparent process of performance = rewards.
- b. To enable skill building within the organization through mentoring and coaching environment.
- c. Assures a work environment that recruits, retains and supports quality staff.
- d. Assures process for selecting, development, motivating, and evaluating staff.

.Administration:

The Provides general oversight of all activities and manages the day-to-day operations.

Previous Past Employer

Tenure

April to July

company Name  
Companies

Pragati Group of

Designation  
Head

Business

Joined as Management trainee.

**Roles & Responsibilities as Executive Assistant to MD :**

Ensuring that the office of the MD functions efficiently provides support for business dev. and sales initiative.

Assist in analysing & monitoring Projects / Businesses which are overseen by the MD.

Assist in design, develop and implement the strategic & annual business plan.

Review, coordinate and manage quarterly/annual business operations.

Assist in various international conferences.

Prepare & analysis of financial & non-financial MIS as directed by the MD.

Attend required meetings, monitor and follow up all pending issues.

Visit various units as per a schedule and as directed by the MD.

Attend major industry and client events and have regular interaction.

Serve as a liaison with delegated authority (exposed to legal dept. of the Govt. of India).

Conduct research and provide relevant inputs.

To analyze and review economic and financial trends on an ongoing basis.

Analyze the market, competition and escalate the key issues to the top management.