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FALCON ID # 42382

Telecommunication / Business Development Manager

Residential Country : India Nationality : India  
Resume Title : Manager– Business Development Notice Period : 1 Days

## EDUCATION

Qualification	Institute / College /university	Year	Country
Pg Diploma		0000	Not Mention

## CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Manager? Business Development	Navi Mumbai Sez Pvt. Ltd	India	01/2006	/
Assistant Manager	Reliance Infocomm Ltd	India	10/2002	12/2005

## ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

## WORK EXPERIENCE

Since Jan'06 with, Navi Mumbai SEZ Pvt. Ltd. (Reliance group) – Performing dual role as Manager– Business Development and Project Planning, Monitoring & Control

## Business Development

- ? Managing sale of Commercial and Residential premises – Handling all activities from Generating Lead, Persuading prospective customers, Identifying genuine buyers, customer management, Update the existing customer on status of construction of premises, Registration to handing over possession to Customer.
- ? Handling various other related functions including correspondence to Customers, payment reminders, ensuring accurate and timely documentation and Registration formalities.
- ? Generating MIS for all related activities as required by Management.
- ? Generating ideas and formulating marketing strategies. Creating and managing a network of HNI customers.
- ? As a part of effective marketing strategy; Advertising/publishing material like brochure, fliers, Online advertisement, etc. developed and made available.
- ? Actively participated in analyzing, building strategies and creating custom program; providing information to IT software developers, to develop and enhance automation (Enterprise Solutions) of Customer database, documentation and procedures from Negotiation stage to Registration and Handing over of property.
- ? Co-ordination with Planners, Architects, Brokers and construction Engineers for project updates.
- ? Collating information on various subjects like international SEZ, Capital ventures, realty, port, logistics, Government policies/approvals, etc. and subsequent research carried out for further use of the organization & Investors.

## Project Planning, Monitoring and Control

- ? Responsible for preparation of periodic MIS reports. Handling various reporting techniques, highlight major achievements, identify critical issues, prepare Execution plan, material and maintain Manpower analysis. Defining urgencies, priorities, communicating action plans and deadlines effectively.
- ? Monitoring Project Progress. w.r.t. Plan v/s Actual. Executing, reporting non compliance & taking corrective measures. Following up pending action & issues.
- ? Responsible for providing requisite and accurate information to Investors, Government agencies and Consultants.
- ? Ensure all manpower requirements are met on a timely basis, report by way of RAG Analysis. Periodic review of performance and suggest development and learning needs of subordinates.
- ? Liaison with Consultants and Contractors to maintain smooth functioning of operation. Monitor and report on design Deliverables by Consultants, construction deliverables by Contractors and QA/QC.
- ? Coordinating with technical team and other shared services to facilitate multiple reporting - understanding & communicating the 'desirables', allocating various project roles & obtaining support from all division.

## Oct'02 – Dec'05 with Reliance Infocomm Ltd., DAKC, Navi Mumbai as Assistant Manager – MIS - Sales & Marketing

- ? Handling records of franchisees & other channel partners. Tending to their requirements.
- ? Co-ordinate the daily assignments and duties of Sales Executives at all circles. Maintaining database of Sales Executives w.r.t. their assignment, performance, training needs, attendance, transfer, reporting etc. Update SE's on policies and processes on regular basis. Monitor Sales Execution by SE's, reporting non compliance & taking corrective measures. Addressing Grievances of SE's at various circles, consult the reporting officers and inform Central HR team.
- ? Consolidating reports related to market condition, competition, demography etc.
- ? Preparing MIS reports and presentations for management & stakeholders meetings & review.
- ? Documenting & designing documented business processes, forms & procedures.
- ? Coordinating with CEOs, Circle Leads, Sales Executives at the circles on various issues like

procedure implementation, appointment of franchisees, sales and distribution data, target achievement, logistics, etc.

May'98 – Sep'02 with Ambience D'Arcy Advertising Pvt. Ltd. Worli, Mumbai as Executive - Client Servicing

- ? Coordinating and providing support in managing client accounts.
- ? Interacting with clients and the creative team to ensure the client's needs and aspirations are being met.
- ? Liaising & arranging for advertisement materials, creative briefs & documenting meetings and client presentation.
- ? Coordinating with television channels for various approvals and further execution.
- ? Preparing estimates & bills for each job expense. Ensuring timely credit of receivables.

## PREVIOUS ASSIGNMENTS

Aug'95 – May'98 with HSBC Securities (India) Pvt. Ltd., Fort, Mumbai as Settlements Executive

Nov'94 – Mar'95 with Nestle, Worli, Mumbai as Brand Promotion Executive (Maggi noodles – School project)

May'93 – July'94 with Online Marketing Services, Franchisee of Modi Xerox Fort, Mumbai as Sales Executive

## Additional Information :

### EDUCATIONAL QUALIFICATIONS

- ? Currently Pursuing PGD in Business Administration, from L. N. Welingkar Institute of Management. Successfully completed first year Advanced Diploma in Business Administration with Distinction, from L. N. Welingkar Institute of Management Development and Research (2011). Attended Industrial trainings & workshops.
- ? Masters Diploma in Business Administration (Marketing) from Symbiosis Institute of Management, Pune in 2002
- ? B.A. (Economics) from Mumbai University, D G Ruparel College in 1993
- ? SSC from Holy Cross high School, Kurla, Mumbai in 1988

### OTHER COURSES

- ? PGD in Computer Programming and System Analysis - Mumbai University
- ? PGD in Computer Application - Indo German Institute, Fort, Mumbai.
- ? Attended various Behavioral trainings related to Communication skills, Team building and Leadership.

### IT SKILLS

- ? Well versed with MS Office – Word, Excel, PowerPoint & Visio.
- ? Conversant with MS Project, Prima Vera, SAP, Corel Draw, Photoshop, HTML, PHP etc.