

Arvind Kumar Sharma

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Objective

A versatile professional with extensive experience as a Support Executive in the Automobile industry and a Business Development Executive in Real Estate. Seeking a strategic leadership position where I can leverage my deep understanding of both industries to drive operational excellence, forge strong partnerships, and capitalize on emerging opportunities. Committed to delivering exceptional results by combining my expertise in customer support, market analysis, and relationship building. Dedicated to fostering organizational growth, enhancing customer satisfaction, and maximizing profitability.

Experience

- Medha IAS Academy** 1 Aug,2008 - 31 Aug,2010
Computer Operator and Counsellor
 - The counselor in an IAS Academy coaching department provides guidance and support to students aspiring to crack the IAS examination. They conduct individual counseling sessions, offer career guidance, and help students develop effective study plans. They organize workshops and group counseling sessions on topics such as time management and exam preparation techniques. The counselor maintains confidential records, tracks students' progress, and stays updated with the latest trends and requirements of the IAS examination. The computer operator manages computer systems, performs data entry, and provides technical support for hardware, software, and networks. They assist with audiovisual equipment, support students and faculty with online resources, maintain inventory, and stay updated with technological advancements.
- GREENLAND SHELTERS PVT LTD (Real Estate)** 1 Oct,2010 - 31 Oct,2016
Business Development Executive
 - Market Research and Analysis:** Conduct market research to identify potential land acquisition opportunities, market trends, and competitor analysis. Analyze market data to support decision-making processes.
 - Lead Generation and Prospecting:** Generate leads and identify potential clients or partners interested in land development or investment. Engage in prospecting activities such as cold calling, networking, and attending industry events.
 - Client Relationship Management:** Build and maintain relationships with existing and prospective clients. Understand their requirements, address queries, and provide appropriate solutions or recommendations related to land development or investment opportunities.
 - Business Proposals and Presentations:** Prepare business proposals, presentations, and other relevant documents to showcase the company's land offerings, investment potential, and value propositions. Effectively communicate the benefits and advantages of the company's land portfolio.
 - Negotiation and Deal Closure:** Engage in negotiations with clients, landowners, or potential partners to secure land deals, joint ventures, or collaborations. Work closely with legal teams to draft and finalize contracts, ensuring all terms and conditions are mutually agreed upon.
 - Market Expansion and Partnership Development:** Identify opportunities for market expansion and strategic partnerships. Collaborate with relevant stakeholders to explore joint ventures, alliances, or new business ventures to enhance the company's land-related operations.
 - Industry Knowledge and Trends:** Stay updated with the real estate industry, land regulations, zoning laws, and market dynamics. Keep abreast of emerging trends, government policies, and economic factors that may impact land development and investments.
 - Reporting and Documentation:** Maintain accurate records of business development activities, client interactions, and project progress. Prepare regular reports and updates for management, highlighting achievements, challenges, and future prospects.
 - Relationship Building with Stakeholders:** Foster relationships with key stakeholders such as government authorities, landowners, brokers, and industry influencers to establish a strong network and create potential business opportunities.
- Cogxim Technologies Pvt Ltd** 01 Nov,2017 - 31 Dec,2022
Senior Support Executive
 - Software Application Support:** Assisting Hero Bike showrooms and service centers with software applications used in their operations. This includes providing information, updates, and resolving any issues related to desktop or application usage.
 - Training:** Conducting training sessions for dealership employees to ensure they are proficient in utilizing the software applications effectively. Training them on various features, functionalities, and best practices.
 - Sales Support:** Addressing queries and resolving issues related to sales processes. Assisting dealership staff in overcoming sales-related challenges and ensuring smooth operations.
 - Motivation:** Motivating Hero Bike dealership employees to improve their performance and achieve sales targets. Providing guidance, encouragement, and fostering a positive work environment.
 - Data Management System:** Working with data management systems, such as Oracle software, to handle dealership data efficiently. Providing training on using the software effectively for organizing and managing data.
 - Support Services:** Offering ongoing support and troubleshooting assistance to Hero Bike dealerships. Resolving any technical or software-related issues that arise and ensuring the smooth functioning of the software applications.

Education

- **Jaipur National University** 2014-2016
MBA with Specialization in Marketing Management
Second Division with 71.50%
- **Delhi University (SOL)** 2007-2010
Bachelor Of Arts Programme
Second Division
- **Sir C.V. Raman Industrail Tranning Institute** 2006-2007
Computer Operator Programming Assistant
74%

Skills

- Customer Service, Communication, Problem-solving, Technical Proficiency, Attention to Detail, Adaptability, Teamwork.
- Time Management, Analytical Thinking, Multitasking, Sales and Negotiation, Market Research and Analysis, Relationship Building.
- Strategic Thinking, Presentation and Pitching, Networking, Analytical Skills, Problem-solving, Adaptability.

Personal Details

- Marital Status : Unmarried
- Nationality : Indian
- Language : English, Hindi, Punjabi
- Interest : Take Risk, Communication, Travelling, Singing, Cricket

Strenght

- Willing to Accept any Assigned task, Burning Desire for Success.
- Highly Motivated with Positiv Mental Attitute, Excellent Communication and Presentation Skilll.
- Excellent team worker and work well independently. Capable of working under stress and on Deadlines.
- Quick learner, Flexible with plenty of initiative good interpersonal relation.
- Strong analytical, strategy skills developed through various experience during the works.
- A good communicator with advanced presentation skills possessing ability of working under tight deadlines.
- Highly self-motivated and goal-oriented professional equipped to operate in a professional environment.

I hereby declare that the information furnished above is true to my best of my knowledge.

Arvind Kumar Sharma

Place:

Date: