Curriculum Vitae

Adv. PRAKASH CHAND BALAI

Mob No. : 9079704351, 9314041409

Email: ***advocateprakash755@gmail.com***

kumar.prakash755@gmail.com

Career Objectives:

Seeking a challenging assignment in the area of administration in an Organization / Institution of repute where my knowledge and skills may be fully utilized, and I may get ample opportunity for Professional growth and Learning.

Professional Summary:

A competent professional with LLM, LLB, M.SC., M.B.A. (Marketing/HR) and 13years of experience in Administration, Placement, Marketing, Legal and Business Development.

Experience:

Director Training & Placement cell, Jayoti Vidyapeeth Women's University

Jaipur, Rajasthan From Feb 2022 to present :

- **Overseeing placements and related activities of the university students.**
- **Scheduling students' placement drives and summer internship drives of various MNCs, Indian companies, banks, and financial institutions.**
- **Building and maintaining relationships with existing recruiters, and establishing new contacts in the corporate world.**
- **Arranging and executing training programs on soft skills and quantitative aptitude for students using institutional and external expertise.**
- **Conducting students' counseling sessions at regular intervals.**
- **Managing, implementing, monitoring, and working as a facilitator in the execution of placement and related activities.**
- **Connecting with industry leaders to establish industry-academia collaborations in company-sponsored electives across different courses.**
- **Maintaining students' database, company database, and all the relevant reports.**
- **Always striving for the maximum number of students' placements, and to generate the maximum number of job offers.**
- **Excellent communicator with interpersonal skills and proven abilities in acquiring business growth.**

Assistant Professor Sunrise University from May 2017- Nov 2021

- **Assisting with various departmental duties, and providing academic support to professors and other staff.**
- **Representing the university at conferences, and delivering presentations when necessary.**
- **Teaching and supervising under graduate and post graduate students.**
- **Providing demonstrations, and supervising experiments and investigations.**
- **Answering questions in class, via email, or telephone.**
- **Providing Professors and Department Heads with feedback on student progress.**
- **Writing proposals to secure funding for research.**
- **Attending faculty and departmental meetings, and voicing concerns or providing suggestions for improvement.**

Branch Manager, Pincon Group Chomu, Jaipur from Jan 2014- Dec 2016

- Recruiting agents from the open market, training them about the company's products, and teaching them the sales techniques to be implemented.
- Setting their sales targets, and motivating them to achieve their personal as well as the company's targets.
- Overall administration and management of the branch.
- Client management, employee management, and supervision.
- Database Management, Purchase and Inventory Management, Accounts, and Employee Payroll Management.
- Formulating and implementing strategies, and reaching out to the unexplored market segment for business expansion.

Branch-Manager, Rays-field enterprises Ltd. Dausa, Rajasthan from Jan 2013- Dec 2014

- Leading, recruiting, training, motivating, and monitoring the performance of team members to ensure efficiency in sales, operations, and meeting individual and group targets.
- Conducting meetings to set sales objectives, streamline processes to ensure the smooth functioning of sales operations, and ensure the proper functioning of the branch sales and operations team.

Branch-Manager, Sai Prakash Properties Development Ltd. Palwal from Jan 2010- Dec 2014

- Leading, recruiting, training, motivating, and monitoring the performance of team members to ensure efficiency in sales, operations, and meeting individual and group targets.
- Conducting meetings to set sales objectives, streamline processes to ensure the smooth functioning of sales operations, and ensure the proper functioning of the branch sales and operations team.
- Formulating and implementing strategies, and reaching out to the unexplored market segment for business expansion.
- Organizing promotional campaigns, events, and activities, ensuring accomplishment of business goals.

Skills:

- Legal Expertise,
- Analytical Skills,
- Communication Skills,
- Client-Focused Approach,
- Negotiation Skills, Persuasive
- Argumentation, Research Skills,
- Ethical Conduct, Collaboration,
- Time Management, Understanding
- Campus Dynamics, Student Advocacy,
- Policy Interpretation,
- Continuing Professional Development

Education:

Course	University/College/School	Percentage
LLM	DR. Bhimrao Ambedkar Law University, Jaipur, Rajasthan	58%
LLB	RRBMU, Alwar, Rajasthan	53%
M.SC.	CTU, Gujarat	72%
MBA (HR / MKT.)	RTU, kota , Rajasthan	56%
B.SC.- BIOTECHNOLOGY	University of Rajasthan, Jaipur, Rajasthan	63%
Sr. Secondary	BSER, Ajmer, Rajasthan	58%
Secondary	BSER, Ajmer, Rajasthan	59%

Personal Information:

- **Father's Name:** Sh. Nand Lal Balai
- **Mother's Name:** Smt. Savitri Devi
- **Date of birth:** 01/07/1987
- **Marital status:** Married

Hobbies:

- **Investigate actuality.**
- **To read books.**
- **To read news papers & case study.**
- **To play bollyboll.**
- **To play badminton.**

Languages efficiency:

Languages:	Write	Read	Speak
Hindi	Yes	Yes	Yes
English	Yes	Yes	Yes
Rajasthani	Yes	Yes	Yes
Sanskrit	Yes	Yes	Yes

Reference:

Mr. M.K.MEENA
Under Secretary
UGC
7011169515

Declaration:

"I hereby declared that all information provided in this resume is true and accurate to the best of my knowledge." .

Date: 18-03-2025

(PRAKASH CHAND BALAI)

Place: JAIPUR