BIJU GOPINATH

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"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 SYNOPSIS

⇒ **A competent professional with M.B.A. (Marketing) and 22 years of experience in Administration, Placement, Marketing and Business Development.**

⇒ Thorough working knowledge of Educational Institution, Banking Industry, Mutual Fund, Life Insurance, Telecom and Hotel Industry.

⇒ Presently working with **ICFAI University**, Jaipur as **Deputy Manager** Placements from September' 2021 to till date.

⇒ Overseeing Placements and related activities of the University students.

⇒ Scheduling Students placement drives and Summer Internship drives of various MNC's, Indian Companies, Banks & Financial Institutions.

⇒ Building and maintaining relations with the existing recruiters & building up new contacts in the corporate world.

⇒ Arranging and executing training programs on Soft skills, Quantitative Aptitude for the students using Institutional and external expertise.

⇒ Taking Students Counselling sessions on regular intervals.

⇒ Managing, Implementing, Monitoring and working as a facilitator in the execution of placement and related activities.

⇒ Connecting with the Industry leaders to set up Industry Academia collaborations in the area of company sponsored electives in different courses.

⇒ Setting up Industry Sponsored Laboratories.

⇒ Maintaining student's database, company database and all the relevant reports.

⇒ Always striving for maximum number of student's placements and to generate maximum job offers.

⇒ Excellent communicator with interpersonal skills and proven abilities in acquiring business growth.

ACADEMIA / TECHNICAL

MBA (Marketing) From **M.D.S. UNIVERSITY, Ajmer**, Rajasthan in 2001.

B.A from **JAI NARAYAN VYAS UNIVERSITY, Jodhpur**, Rajasthan in 1996.

Senior secondary from **Rajasthan Board** In 1993.

Secondary from **Rajasthan Board** in 1991.

Experienced in working with MS – office, Internet applications, Database Management.

Organization	**Mody University of Science and Technology**
Position	**Assistant Manager**
Location	Lakshmangarh, Sikar
Date of Joining	January 2014 to August 2021.
Job Profile:	The key responsibilities area -

Building and maintaining relations with the recruiters & building up new contacts in the corporate industry. Arranging and executing training programs on Soft skills, Quantitative Aptitude and interview facing skills, for the students using Institutional and external expertise. Organizing campus recruitment drives through third party agencies. Managing Students database, office administration and day to day supervision of entire activities of the Career Development Centre.

Organization	**Jodhana Elite**
Position	**Manager (Operations)**
Location	Jodhpur
Date of Joining	**July** 2013 to January 2014.
Job Profile:	The key responsibilities area -

Overall Administration and Management of the Hotel. 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. Organizing promotional campaigns, events and activities; ensuring accomplishment of business goals.

Organization	**Tata Teleservices Ltd**
Position	Channel Partner (Franchisee)
Location	Jodhpur

Date of Joining August 2011 to February 2013.

Job Profile: The key responsibilities area -
Leading, Recruiting, Training, Motivating & Monitoring the performance of team members to ensure efficiency in sales, operations and meeting of individual and group targets. Conducting meetings for setting up sales objectives and streamlining processes to ensure smooth functioning of sales operations and ensuring the proper functioning of branch sales and operations team

Organization **Tata Aig Life Insurance Co. Ltd**
Position Business Development Manager
Location Jodhpur
Date of Joining June 2008 to May 2011

Job Profile: The key responsibilities area -

Recruiting Insurance 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 target.

Organization **Bajaj Allianz Life Insurance Co. Ltd**
Position Asst. Sales Manager
Location Jodhpur
Date of Joining June2007 to May2008

Job Profile: The key responsibilities area -

Recruiting Insurance 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 target.

Key Result Areas
Sales & Marketing: Exploring potential business avenues and achieving increased business growth and initiating market development efforts. Implementing sales promotional activities as a part of brand building and market development effort. Generating performance and progress reports for keeping track on organizational growth and targets.

Business Development: 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.

Key Account & Relationship Management: Developing relations with clients and channel partners and provide them high quality service for business development. Interfacing with clients for suggesting the most viable product and pricing; cultivating relations with them for securing repeat business.

Team Management: Leading, Recruiting, training, Motivating & monitoring the performance of team members to ensure efficiency in sales operations and meeting of individual and group targets. Conducting meetings for setting up sales objectives and streamlining processes to ensure smooth functioning of sales operations and ensuring the proper functioning of branch sales and operations team.

Organization	**IDBI Bank Ltd**
Position	Team Leader
Date of Joining	January2005 to May 2007
Location	Jodhpur
Job Profile:	The key responsibilities are-

Recruiting and Training of Field executives for selling different Banking Products.

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.

Organization	**Sonam Marketing**
Position	Sales Officer
Location	Jodhpur
Date of Joining	Sept 2001 to Dec 2003

Job Profile: Appointing Dealers and monitoring the sales of Sonam Brand of Wall Clocks in the Jodhpur Region. Carrying out promotional activities, advertisements, Dealer meetings from time and again. Ensuring accomplishment of Business targets and Revenue Generation.

PERSONAL DETAILS

Date of Birth	:	2nd June 1975
Father's name	:	Sh. T.K. Gopinath
Mother's Name	:	Smt. Ponnamma Gopinath.
Marital Status	:	Married.
Languages Known	:	English, Hindi and Malayalam.

Current CTC: 6.50 Lacs Per Annum

Expected CTC: 9.00 Lacs Per Annum

Date:

Place: **(Biju Gopinath)**