

Baljeet Singh Narang

Group Corporate Manager

SUMMARY

Professional with 25 yrs+ exp. into Admin, Sales, Team management and confident of fitting into any role comfortably

CONTACT ME

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159 GF Kalindi Midtown, Bypass Road,Indore 452016

EDUCATION

MBA (FA)
DAVV,Indore
1996-1998 with 9.3 CGPA

M.Com. (Gold Medalist)
DAVV,Indore
1994-1996 with 80%

B.Com
DAVV,Indore
1991-1994 with 61%

SKILLS

- Excellent Commmunication
- Team Management
- Administration
- Smooth Operations
- Analytical ability

PERSONAL PROFILE

- Date of Birth: Dec. 7, 1973
- Marital Status: Married

WORK EXPERIENCE

Group Corporate Manager
Shyam Automobiles P Ltd I Indore 2022-till date

My prime responsibilities includes Corporate, Institutional liasoning for Tata Motors passengers cars, commercial vehicles & Honda Two wheelers. I am also managing daily BTL activities, aligning Corporates & Institutional activities at no/minimal cost, govt tenders etc.

Project Manager-Govt Projects 2021-2022
Eduprogress Research & Sports Authority of Gujarat I Ahmedabad

I was working with Eduprogress & Research Pvt, Ltd., Ahmedabad as a Project Manager on Kaushalya TheSkill University (new State Govt University) project helping university with Admissions, Academic, Marketing,Infra, R&D, Statutes related activities. Prior to it, I was associated with Sports Authority of Gujarat (SAG) atGandhinagar managing Administrative affairs like Tenders of SAG apart from CoE & Shaktidoot schemes & additional charges like overlooking facilities, vendor management at differentpoint oftimes.

Education & Hospitality 2011-2020

I have worked as the **Administrator** with **Agarwal Group** of Institutions (July, 18 to Aug 2020) managing all Non Academic activities like Hostel, Mess, Sports, Transport, General Admin., been associated as **HOD-Soft Skills** with **Macro Vision Academy**, Burhanpur-an Apple Distinguished School, served as Guest faculty for some Management Institutes in Indore.

I started my own Venture Bake n Brew Cafe (2015-17) & managed 3 outlets of the same taking care of Set up, managing staff- Chef, service attendants alongwith overall operations like overseeing purchases, quality customer services, liasioning with vendors & Govt departments, third party associates like Nearby, Zomato etc.

I have been with **Medicaps Institute of Technology & Management & CHIMC, Indore as an Assistant Professor** from Sept 2010 till Dec 2014 teaching and training students apart from various other roles like managing Placement drives, organizing events, managing Admissions etc.

Assistant Vice President 2006-2010
Broking I Delhi

I was primarily responsible for team management, client servicing, talent acquisition, retention, risk management etc. with India Info line Ltd, a leading, highly tech savvy & trendsetting stock broking firm leading a team of over 200 Managers, front & back-office executives.

Prior to India Infoline, I worked with Indiabulls Securities Ltd., the pioneer company in bringing a huge change in the Broking Industry, as Assistant Vice President & Regional Manager for some of Delhi, Haryana branches managing smooth operations, revenue generation, risk management, campus Recruitment drives, administration of branches & procurement etc.

Manager 1998-2006
Banking I Delhi & Indore

Been a part of Banking Industry for almost 8 years, mostly been into Retail Banking, Assets & my last job in Banking Industry was with erstwhile UTI Bank Ltd. now AXIS Bank, as Manager at Shalimar Bagh, Delhi managing Branch operations, Credit portfolio, Risk management & Team management ensuring cross selling of assets & liabilities products &third-party products like Insurance, Mutual fund, Cr Cards, Vehicle, Housing, Gold loans etc.

Been associated with HDFC Bank as Deputy Manager, GTB as Executive & Cosmos Bank Ltd. as Officer-Loans and Advances from Aug,1998to March,2003.