



Hemank Khard + 918964870255/7999786400

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Objective

Aspiring MBA candidate seeking to leverage formal education and internship experience to obtain a position in the business and management industry; Ability to work independently and as a cooperative team player to achieve goals in a high pressure and deadline-driven environment

PROFILE SUMMARY

- Self-motivated and career-focused professional with sheer knowledge in accomplishing internship programs and working part-time to enhance professional skills.
- Possess a strong willingness to work and apply management skills with the leading business corporations.
- Sound knowledge of the marketing and advertising division; retain excellent communication skills.
- Efficient team player having the capacity to work in a worldwide, distributed, and challenging environment.
- Extremely organized and detail-oriented, with the ability to work independently and take initiatives.

KEY COMPETENCIES

Marketing & Advertising
Business Development
Customer Relationship Management
Management Skills
Communication Skills
Team-Player

ACADEMIC CREDENTIALS

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|--|-----------------------|--------|------------|
| • M.B.A. (Public Relation) at PIMR, DAVV University | Indore, India | 79.50% | 2016- 2018 |
| • Advanced Diploma in International Business at ISBM | Mumbai, India | 79.00% | 2017 |
| • B.B.A. (Foreign Trade) at PIMR, DAVV University | Indore, India | 79.05% | 2013- 2016 |
| • 12 th from MP Board | Madhya Pradesh, India | 76.00% | 2013 |
| • 10 th from MP Board | Madhya Pradesh, India | 71.00% | 2011 |

PROFESSIONAL SUMMARY

AMWAY (Part-time) Employee Code 91433708

2014– Present

Business Development Executive

- Responsible for procuring new and prospective customers in the business, meanwhile focusing on sales objectives.
- Strategizing business plans and accomplishing targets on a monthly/yearly basis.
- Attending and inviting clients for meeting to enhance the functionality of sales and marketing with the management.
- Efficiently handling customer complaints, and guiding them thoroughly with the company’s policies.
- Preserving customer base and productively working to develop customer relationships.

INTERNSHIP

Company: Supreme Rolls & Shears Pvt. Ltd., Indore

Duration: May 2017 – Jul 2017

- Accountable for the import/export management of the company, and obtaining new orders. Meticulously performed quality checks of the packaging material, and getting the buyer's approval. Entrusted to backup system data on a day-to-day basis, and worked with the global team.

CERTIFICATIONS

- Certified Microsoft Office from Global Computers, Indore
- Certificate of appreciation for BBA in college

CURRICULUM ACTIVITIES

- Participated in Half Marathon 2018
- Participated in HDFC Bank Glow Run 2018
- Participated in Jio Half Marathon 2017
- Participation in International Conference by Prestige Institute of Management & Research Indore 2014
- Cricket Team Captain in School 2013

PERSONAL DETAILS

Address: House No 158 Ground Floor, Ganeshpuri Colony, Near Khajrana Temple, Indore (M.P.), India

Interests: Driving, Cricket, Swimming, Travelling and Gyming

Languages: English, Hindi and French

Date of Birth: 7th Feb 1996

SOCIAL MEDIA PRESENCE

Available on



DECLARATION

- I hereby declare that all the information given is true to the best of my knowledge

Date:

Sign: