

Piyush Jain

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To be a contributor towards organizational goals along with the freedom to plan strategically and execute with a professional organization that encourages independent thinking.

Key Skills Areas: Administration, Team Management, Media planning, Public Relation.

Career Snapshot

- 9+ years of experience in Administration, Marketing, Advertising, Media Planning.
 - Handling entire client communication and interaction.
 - Good track record in meeting timelines & expectations.
 - Good communication and analytical skills.
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Academic Credentials:

- M.B.A (Media Management) From D.A.V.V (Indore) 2008-2010
- B.Com. From D.A.V.V. (Indore) 2004-2007

Sabbatical
March 2022 – till date

**Shri Rajendra Vidhya Sanskar Dham/Shri Mohankheda Tirth (CBSE Affiliated School)
General Manager**

July 2021 – March 2022

Key Deliverables: -

- Planning, Development and execution of strategies for the school.
- Making Policies
- Hiring Staff
- To look after the functioning of every department of the school.
- Keep team members motivated to perform
- Responsibility to handle team
- End to end responsibility of attending parents and students for counselling
- Delivered class room trainings on ENGLISH language to students of higher classes

Sabbatical (covid-19)

February 2019 – June 2021

**Shri Guru Rajendra Jain International School / Shri Mohankheda Mahatirth
Marketing Manager (GRJIS)**

June 2017 – January 2019

Key Deliverables: -

- Planning, Development and execution of marketing strategies for international school.
- Media Planning
- Keep team members motivated to perform
- Responsibility to handle team
- End to end responsibility of attending parents and students for counselling
- Delivered class room trainings on ENGLISH language to students of higher classes

Assistant manager in administration of Pilgrimage

Key Deliverables:-

- Handeled social media cell of the pilgrimage.
- Looking after Hospice Management
- General Administration

Ad-Hoc (Educational Institution for CA/CS/CWA)

Administration Manager

July 2014 - May 2017

Key Deliverables:-

- Planning, Development and execution of marketing and administration process
- Identifying issues and challenges with processes and team members, and managing it tactfully
- End to end responsibility from attending leads to final conversion
- Media planning
- Identify need of training, counselling requirement for clients
- Keep team members motivated to perform
- Managing marketing related content on various mediums of advertising.
- Delivered lectures on **STRATEGIC MANAGEMENT**

Arihant Private ITI

Centre Coordinator

September 2012 - June 2014

Key Deliverables:-

- Coordination with faculties
- Counselling of students
- Marketing activities in below the line media
- General administration
- Classes of communication skills and personality development

Radius Advertising

Business Development Executive

June 2010- August2012

Key Deliverables:-

- We used to deal with below the line media solution for clients our work is to manage mediums of advertising for identified client.
- Lead generation and end-to-end execution,
- I was into client interaction with focus on timely delivery,
- I was primarily responsible for understanding the client's requirement, meeting quality expectations.
- Identifying issues and challenges with processes and team members and managing it tactfully.
- Was often appreciated by clients.

Convention & Other Extra Curricular Activities:

- Participated in International Convention on Technology Enabled Learning for Tertiary Education in India (Organized by CEC-UGC, New Delhi and DAVV, Indore)
- Secretary of Student Council in Shree Kasera Bazar College
- Captained senior school Football team
- Captained senior school Cricket team
- Captained college cricket team

Projects Undertaken:

- **Major Thesis:** The perception of youth towards the feature film RANN.
- **Description:** A questionnaire was developed to measure media habits of viewers and to know the Perception of viewers towards profit driven media organization.

Part Time Assignments: -

- Delivered lectures in various institutes on SKILL training and management topics
- Delivered lectures to government employees on different management topics for AKVN

Technical Proficiency

- Basic knowledge of computer

Languages known

- Hindi & English

Hobbies & Interests:

- Travelling
- Watching Movies
- Reading Books
- Cricket
- Football

Personal Details:

Father's Name : Mr. Prakash Jain
Mother's Name : Mrs. Asha Jain
Date of Birth : 01 July, 1986
Postal Address : Dindayal Nagar, Ratlam
Sex : Male
Nationality : Indian
Passport Number : K9803552
Marital Status : Single

Declaration

I hereby declare that all the information given by me is true to the best of my Knowledge.

Date:

PIYUSH JAIN