

Akhil Jain

Male

Email: akhilcorporate@yahoo.com

Mobile: +91-9589555160

@Theakhiljain (LinkedIn)



ACADEMIC QUALIFICATIONS

Year	Degree	Institute	CGPA / Percentage
2019	MBA	Lovely Professional University, Phagwara	7.77
2016	B.B.A	University of Lucknow, Lucknow	56.91%
2013	XII(M.P Board)	City Central Hr. Sec. School, Bhind	82.6%
2011	X(M.P Board))	City Central Hr. Sec. School, Bhind	71.6%

PROFESSIONAL EXPERIENCE (8 months)

Organization	From (Date)	To (Date)	Designation
Wi-Fy Academy Pvt Ltd	July15, 2019	Till now	Admin Manager

JOB PROFILE

Wi-Fy Academy Pvt. Ltd. Vapi(South Gujarat)

- Supervising day-to-day operations of the administrative department and staff members.
- Planning, scheduling, and promoting office events, including meetings, interviews, orientations, and training sessions..
- To build good relation with local schools for promotion of institute.
- Prepares/compiles end of month reports on the implementation status of academic operations with suggestions for overcoming problems and challenges.
- Handling of social media for promotion.
- Planning and organizing promotional events for student's engagement.

SUMMER INTERNSHIP

Jindal Stainless Steelway, Gurugram (Jun 2018- July2018)

- **Topic – “Exploring the customers in B2B marketing”**
- **Description** – Identified the potential customer and generated 90 prospect leads for the company. Conducted market mapping of target customers in Indore Region. Formulated strategy for B2B marketing and implemented for customer engagement. Successfully negotiated with customers in B2B marketing. Worked on improving relations with clients who were inactive or gradually drawing away from the company.

POSITIONS OF RESPONSIBILITY

- Vice-President, Markophiles Club (MSB ATOM), Lovely Professional University, Oct 2017 – Nov 2018
- Chief Coordinator, Society of Management Learning, Lovely Professional University, Feb 2018- May 2018

EXTRA CURRICULAR ACHIEVEMENTS

Community Service/ Participation

- Member of Go Green Save Earth foundation, Lucknow, 2014-15
- Organized Blood Donation Camp - Go Green Save Earth foundation, Lucknow, 2014
- Participated in Meme creation(Youth Vibe), Lovely Professional University, 2018
- Participated in Champions League - Extempore round, Lovely Professional University, 2018
- Participated in Case Flip - a case discussion on Bahubali movie, Lovely Professional University, 2018
- Participated in Vakyudh 4 – a debate Competition , Lovely Professional University, 2017

Achievements

- Awarded certificate of appreciation for being a part of Each One Teach One initiative and helping more fellow Indians in becoming a part of digital economy by Paytm, 4th April 2017
- Awarded 2nd prize in Case Based Presentation, Lovely Professional University, 2nd November 2017
- Organized CYCLOTHON 2018 at Lovely Professional University, 2018
- Organized Brand Hunt Manager 2018 at Lovely Professional University, 2018
- Microsoft Office Specialist Certification, Excel®2010, March 2018

PERSONAL DETAILS

Address : H.No-227, Adarsh Colony, Bind, Madhya Pradesh (477001)
