**GULSHAN DUA**

 **E-Mail –** **2gulshandua@gmail.com** **,** **gulshan@mail2expert.com**

 **Mobile no.-7974062937, 8225926625**

 **COUNSELING /DIRECT SELLING/ACADEMIC/EVENT MANAGEMENT**

 **INSIGHT SELLING/OUTDOOR SELLING**

**Scaling new heights of success and leaving a mark of excellence in assignments which involve analytical**

 **Capabilities and professional growth**

 **Industry Preference: Education/Corporate Company/Ed-tech**

 **PROFILE SUMMARY**

**• BE (Electronic And Communication) with nearly 7 years of experience in:**

**~ Liaison & Coordination ~ Relationship Management ~Reporting/Documentation**

**~ Administration ~ Fixing & Scheduling Appointment**

**~ Inventory & Bills Management ~Selling of all types(Cross, up selling and FAB Technique)**

* **Presently associated with Apex institute ujjain as a counselor, administrator, Sales manager (From2017 to till now**

**Roles and Responsibility**

* **Proven track record of managing administration functions, calendar management.Sell management of study material, lead generation through different event and social media channel**
* **Experienced in preparing documents related to preparing reports and bills, scheduling/re-scheduling appointments maintaining coordination among the office staff and management.**
* **Experienced as a mathematics, science and personality development teacher from class 1st to 12th.**
* **Worked as a counselor for many institutes since 5 years some of them are:-**

**~Infinity from kota ~ Frameboxx from Indore ~VITS from Indore ~ Prashanti from Ujjain**

 KNOWLEDGE PREVIEW

**Marketing & Advertising**

* Possess extensive knowledge in the topics related to Advertising and **Sales Promotion, International Marketing, Service Marketing , Rural Marketing, and B2B Marketing**
* Thorough with the concepts of **Online Marketing, Digital Marketing, Branding & Promotion, Marketing Research and Search Engine Marketing**
* Acquainted with the concepts of **Branding & Promotion, Distribution, Integrated Marketing, Business Development, Public Relation, etc.**

**Sales**

* Posses extensive knowledge in the **cross selling, up selling,research,prospecting, lead generation, negotiation, sales closing, pitching, funnel sale system hybrid and non hybrid.**
* Posses great ability and command **in FAB(Features, Advantages and Benefit) technique of selling and BAF (Benefit, Advantages and Features) technique.**
* I am also familiar with conversation structure like **break the ice, understanding the customer, pitching and closing**
* I also find myself good in **objectionable handling** and strong work In **L.A.E.R**.
* **Sales training organized by labournet of Pune given by me in Indore in front of 300 students.**

**Teaching & Counseling**

• Having a good command in descriptive as well as competitive mathematics, dealing with all kind of topic in **mathematics and science.**

• As attended many seminar on body languages face reading and dealing with client as generated my new forte.

EDUCATIONAL DETAILS

Academics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Course |  University/Board |  School/College |  Percentage |  Year |
| BE in (electronic & comm.) |  R.G.P.V. |  SVITS, Indore |  66.08  |  2013 |
| H.S.S.C. |  M.P. Board |  V.C.H.S. school |  80.80 |  2009 |
|  S.S.C. |  M.P. Board |  V.C.H.S. school |  81.80 |  2007 |

PROFESSIONAL

• Spark a **career counseling fair** organized by me inUjjain in which 2000 students participated.

• With my institute with organized a seminars on career every year in nagda and nearby town.

. Organizeda career counseling fair in nagda dis. Ujjajn in which 7000 students appear and get benifited.

ACADEMIC PROJECTS

**Project Title: Hovercraft**

**Objective:** To elaborate the various requirements of air and its effect on machine.

 **Key Learning:** Studied and brought out the various characteristics of the friction less machine by which we canenhance the power and speed of any type of vehicle and make them to drive on any surface.

TRAININGS/CERTIFICATION

**• Attended:**

**•**Teachers Training in BIPS, Ujjain l in Oct-Nov’13

**•**Microsoft Office Training conducted by NIIT and scored 87.

• Certified in aeronautical workshop attended in IIT,Roorkee 2010.

I T SKILLS

• MS Office: Word, Excel and PowerPoint

• Internet Applications, Email ,website making ,HTML

**•** Basic of Photoshop ,coral.

Personal Details

Date of birth 21/01/1991

Father name Kuldeep Dua

Address 200/1 jawahar marg, nagda jn.

Language known English, Hindi and Punjabi

I hereby declared that all above information provided by me is fully correct.

**GULSHAN DUA**