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1K/34E Maharshi Marg
Kalindipuram Prayagraj
Uttar Pradesh

Vidya Bhushan Jha

My Education

May,2022 - Present
Master of Commerce
(M.Com)

Prayagraj State University

Jun,2010 - May,2013
Bachelor of Commerce
(B.com)

University of Allahabad

Work Experience

Administrative Officer

SPVM PUBLIC SCHOOL | Apr,2022 - Present

As an Administrative Officer at SPVM Public School, I orchestrate seamless daily operations, overseeing diverse administrative functions. I manage office procedures, streamline communication channels, and ensure efficient scheduling. Proficient in record-keeping and data management, I play a crucial role in maintaining organizational coherence. My responsibilities extend to coordinating events, liaising with stakeholders, and facilitating a smooth flow of information. Adept at problem-solving and decision-making, I contribute to effective problem resolution. Through meticulous attention to detail and strong organizational skills, I enhance the overall administrative efficiency, fostering a conducive environment for both staff and students at SPVM Public School.

Administrative Assistant

SPVM PUBLIC SCHOOL | Apr,2020 - Apr,2022

As an Administrative Assistant at SPVM Public School, I play a pivotal role in ensuring smooth daily operations. My responsibilities include managing office procedures, organizing and maintaining files, and facilitating communication between staff, parents, and students. I handle scheduling, prepare documents, and assist in coordinating events. With a keen attention to detail, I support administrative tasks such as record-keeping and data entry. Additionally, I am adept at handling inquiries and providing information to stakeholders. My commitment to efficiency and teamwork contributes to the

Personal Info.

Date of Birth : 31,Dec,1994

Gender : Male

Marital Status: Unmarried

Nationality : Indian

Career Objective

Dynamic Sales and Marketing professional with expertise in market analysis, lead generation, and client relationship management. Proven track record of exceeding sales targets through strategic planning and effective communication. Strong negotiation skills, adaptability, and a results-driven approach. Passionate about driving business growth and building lasting customer connections.

My Skills

- Client Relationship Management:** Proven ability to build and maintain strong relationships with clients, ensuring their needs are met with professionalism and empathy.
- Sales and Negotiation:** Adept at the sales process, from lead generation to closing deals, with strong negotiation skills to secure favorable terms for clients.
- Communication:**

overall effectiveness of SPVM Public School's administrative functions.

Area Survey Manager

Durga Devi Education And Welfare Society | May,2018 - Mar,2020

In the capacity of Survey Manager at Durga Devi Education and Welfare Society in Prayagraj, I lead comprehensive surveys to assess community needs and guide welfare initiatives. My role involves designing survey methodologies, overseeing data collection, and conducting in-depth analyses. I collaborate with local communities, ensuring cultural sensitivity and inclusivity. Additionally, I compile insightful reports outlining key findings and actionable recommendations. My strategic approach enhances the society's understanding of prevalent challenges and informs impactful program development. Through effective leadership and a commitment to community engagement, I contribute to Durga Devi Education and Welfare Society's mission of creating positive and sustainable impact in the Prayagraj area.

Survey Executive

Durga Devi Education And Welfare Society | Jan,2017 - Apr,2018

As a Survey Executive at Durga Devi Education and Welfare Society NGO, my role involves conducting comprehensive surveys to assess the educational and welfare needs of targeted communities. I design survey instruments, collect data through interviews or questionnaires, and analyze findings to identify key trends and challenges. Collaborating with community members, I ensure inclusivity and cultural sensitivity in data collection. Additionally, I prepare detailed reports outlining survey results and recommendations for the NGO's programs.

Business Development Manager

Avidya Global Private limited | Dec,2015 - Nov,2016

As a Business Development Manager at Avidya Global Private Limited, I lead strategic initiatives to expand market presence and drive revenue growth. I identify new business opportunities, establish key partnerships, and cultivate client relationships. Utilizing market analysis, I contribute to product development and enhance offerings to meet evolving customer needs. My role involves leading cross-functional teams, creating and implementing effective business plans, and ensuring alignment with organizational objectives. Through a proactive and approach, I play a pivotal role in positioning Avidya Global as a competitive force in the industry, fostering sustainable business expansion and success.

Senior Sales Executive

Avidya Global Private limited | Feb,2015 - Dec,2015

As a Senior Sales Executive at Avidya Global Private Limited, I orchestrate strategic sales initiatives, spearheading the acquisition of key clients and consistently surpassing revenue targets. Leveraging market insights, I develop and implement effective sales strategies to drive business growth. My role involves nurturing client relationships, negotiating contracts, and providing tailored solutions to meet customer needs.

Sales Executive

Su-kam Industries | Apr,2014 - Feb,2015

Excellent verbal and written communication skills, facilitating clear and effective interactions with clients, team members, and stakeholders.

4. **Market Research:** Skilled in conducting thorough market research to stay informed about industry trends, competitor analysis, and client preferences.

5. **Problem Solving:** Strong analytical and problem-solving abilities to address client concerns and find suitable matrimonial solutions.

6. **Data Management:** Proficient in maintaining accurate and confidential client databases, ensuring the integrity and security of sensitive information.

7. **Adaptability:** Quick to adapt to changing market dynamics and client preferences, ensuring a proactive and responsive approach to evolving needs.

8. **Team Collaboration:** Collaborative team player with the capacity to work seamlessly with colleagues, contributing to a positive and productive work environment.

9. **Cultural Sensitivity:** Awareness and respect for diverse cultural nuances, facilitating understanding and effective communication in a multicultural environment.

10. **Result Orientation:** Goal-driven mindset with a focus on achieving and exceeding targets, contributing to the overall success of the matrimonial services team.

As a Sales Executive at Su-Kem Industries, I drive revenue growth by identifying and acquiring new clients in the industrial sector. My role involves conducting market research, understanding customer needs, and presenting tailored solutions. I build and maintain strong relationships with clients, ensuring their satisfaction and addressing any concerns promptly. Through a proactive and results-driven approach, I contribute to Su-Kem's market presence and overall business success.

My Projects

Nayi khushiya

As part of the "Nayi Khushiya" project at Durga Devi Education and Welfare Society in Prayagraj, I oversee initiatives aimed at providing support for economically disadvantaged young couples during their wedding ceremonies. My responsibilities include coordinating financial assistance, sourcing essential resources, and liaising with local communities to ensure the seamless execution of the project. Through strategic planning and community engagement, I work towards alleviating financial burdens associated with weddings for underprivileged families, fostering joy and inclusivity. This endeavor aligns with the society's commitment to empowering and bringing happiness to marginalized individuals in Prayagraj through meaningful and impactful interventions.

My Languages

Hindi	<div><div></div></div>
English	<div><div></div></div>
Maithili	<div><div></div></div>

Interests

• In my leisure time, I am passionate about exploring diverse cultures through travel, which enhances my understanding of human connections. Engaging in photography allows me to capture and appreciate the beauty of moments. Reading literature on interpersonal dynamics complements my interest in understanding relationships, aligning well with the nuances of matrimonial services. Additionally, practicing mindfulness through yoga contributes to my holistic well-being. These hobbies not only reflect my personal interests but also align with the interpersonal and cultural aspects integral to the matrimonial services industry, showcasing a well-rounded and culturally aware professional approach.