



Dear Sir / Mam,

I would like to introduce myself as an applicant for the Manager position at your reputed company. I am a vivacious professional with more than 18 years of experience in sales, marketing, and management. I believe that my background in sales, marketing, and management might be a huge asset to your business.

I have continuously achieved success in each of my professional positions because I am a forward-thinking person and a committed team player.

I hope the resume I've provided will convince you that I'm the finest candidate for your company.

I'm excited for the opportunity to meet with you & your team to discuss any further details.

Thank you for your time and consideration.

Sincerely,

Amit Kalhan





Specialized in sales, promotions, marketing & management

I understand what it takes to manage employees. I am well-versed in many aspects of businesses. I like to make people smile. It brings me great pleasure when an employee or my team member is truly succeeding. So I am always focused on developing teams, businesses and channels while excelling in sales, promotions, marketing & management tactics.

AMIT KALHAN

Phone:

+91-96468-53531

E-Mail:

amit.kalhan79@gmail.com

Address:

E-12/812, St-3, Thapar nagar, Near
Jalandhar Bye-Pass, Ludhiana, Punjab
(IN) – 141008

Linkedin:

<https://www.linkedin.com/in/amkalhan/>

Skill Highlights

- Sales & marketing promotions
- Team management
- Communication skills
- Strong decision maker
- Complex problem solver
- Creative marketing strategies
- Innovative
- Service-focused
- Reading & Writing
- Travelling

Languages

English
Hindi
Punjabi

References

References available on request

Education

Bachelor of Commerce: Punjab University, Chandigarh.

E-Commerce: Science & Technology Entrepreneurs Park, LDH

Certifications

Programming Languages: JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL.

- Certified php Developer (G-Tech).
- Electronic Commerce (E-COM) from Science & Technology Entrepreneur's Park, (G.N.E. Collage, Ludhiana)
- Certificate in Computers Hardware from CDC Wing Guru Nanak Dev Engg. Collage, Ludhiana.

Experience (20 Years)

Jan 2006 to Present

Managing @ AK SQUARE INFOMEDIA

- Managing Sales & Marketing Teams
- Managing online sales promotion platforms for generating leads.
- Promoting company products and services.
- Managing day to day tasks.
- Develop project concepts and maintain optimal workflow.
- Work with developers & designers to manage large, complex design projects for clients.
- Carry out quality assurance tests to discover errors and optimize usability.

AMIT KALHAN

Real Estate Agent @ Property Cart **(2016 to Dec 2022)**

Worked as a freelance property consultant for buying, selling & leasing of properties in Ludhiana. I am also registered with RERA as real estate agent. (PBRERA-LDH45-REA1428)

- Sales & Marketing
- Finding new properties available for sale, rent or lease
- Finding new customer who are interest in buying or renting properties
- Matching the requirements and finalizing the deals
- Channel Partnership Development with all Major Developers
- Consultation with buyer & sellers
- Generating & managing online & offline leads

Sales Manager @ Matrix Communication (Direct Marketing Associate) **(April 2004 to Jan 2006)**

Direct Marketing Associates with Various Banks (ICICI, ABN Amro, HDFC) for sales of Loans and Credit Cards.

- Signing up with banks
- Managing sales & marketing team of 15 members
- Hiring new employees
- Product Trainings
- Sales Training
- Leads management
- Achievement of Targets

Agencies Coordinator @ Risk Containment Unit (ICICI Bank) **(Feb 2002 - Mar 2004)**

Two Experiences with ICICI Bank Ltd. As an Agencies Coordinator Across three states (Punjab, Haryana & Himachal) in RCU Department (Risk Containment Unit) in Ludhiana.

- Co-Ordination with agencies across Punjab, Haryana & Himachal for Verifications with in Time.
- Going on Field Verifications
- Monthly reports creation
- Educating agencies for new projects, amendments in policy & field works etc.
- Helping teams and agencies where ever the need.

Sincerely,
Amit Kalhan

Place: Ludhiana

Date: _____