Manpreet Anand

|  |  |
| --- | --- |
| E-mail : | mnprtanand@gmail.com |
| Address: | H. No. 74, Guru Nagar, Opp. PPR Mall, Jalandhar City |
| Contact:  | +91-6239304704 |

Qualifications



I have done Matriculation from Punjab School Education Board, Amritsar in 2007-2008 and also completed my Senior Secondary in 2009-2010 from there.

I have done B. Sc (Nutrition & Dietetics) from Guru Nanak Dev University, Amritsar in 2010-2013.

Training Experience



I have completed two months training as a Nutritionist in Ritz Plaza and Nayyar Hospital, Amritsar.

Work experience



Non-Government Organization, Amritsar Dec 2010 — Jun 2013

Psychiatric Assistant & Child Counselor

Job Responsibility

1. Care for individuals including children with mental or emotional conditions or disabilities, following the instructions of physicians or other health practitioners.
2. Monitor patients' physical and emotional well-being and report to medical staff.
3. May participate in rehabilitation and treatment programs, help with personal hygiene, and administer oral or inject-able medication
4. Arrange seminar and hobby classes for growing children.

SBI Life Insurance Ltd, Kolkata Aug 2013 — Mar 2015

Renewal Representative

Job Responsibility

1. Responsible for timely renewals for small to medium-sized customers in assigned area of Kolkata.
2. Educate customers on business practices and any associated contractual implications.
3. Ensure customer awareness and understanding of applicable elements.
4. Meet productivity expectations on outbound calls for renewals.
5. Manage exceptions for customers with issues that may delay or inhibit renewals.
6. Identify and transfer leads to sales representatives for top-tier opportunities.
7. Accurately forecast business targets and opportunities in territory.

Global Consultancy & HR Services, Allahabad April 2015 — Sep 2015

HR Executive

Job Responsibility

1. help people with job-related issues, such as finding work, setting career goals and dealing with stress on the job.
2. establishing a relationship of trust and respect with candidates.
3. helping clients to make decisions and choices regarding possible ways forward.
4. keeping records and using reporting tools.
5. collecting cash and keep records.

Note: got promotion in May 2015 as Relationship Manager

1. connect to employers for vacancy's dealings and make an appointment between seniors and them.
2. give lead to the collection executive.
3. Manage office stationary and monthly expense.

SM Solutions, Allahabad Oct 2015 — Sep 2016

Managing Partner

Work Responsibility

1. Develops the vision and strategies to achieve that vision; sets and communicates the long term direction of the firm and ensures that the short term goals, objectives and tasks are aligned and adjusted in anticipation and in response to outside forces and internal changes that impact achievement of the firms vision and strategies.
2. Builds consensus throughout the partnership and gains commitment behind the vision and direction. ensures alignment of people; that partners have input, are heard and that opinions are considered through strong communication and effective listening skills and through effective mentoring.
3. Is accountable for effecting change and execution of the firms strategies through the activities and priorities of the Executive Committee and the Management Team. Holds people accountable and works with them to ensure that people are doing the right things.
4. provides a positive personal example through words and behavior. displays personal integrity, supports the professionals at all levels in the firm; takes responsibility for his or her actions and holds others accountable. Fosters a learning organization where mistakes are identified, owned and where the firm and its professionals learn from them.

RT Divine Edutech Pvt. Ltd., Allahabad Oct 2016 — Mar 2017

Student Coordinator

Work Responsibility

1. Maintains administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
2. Creates and revises systems and procedures by analyzing operating practices; studying utilization of micro-computer and software technologies; evaluating personnel and technological requirements; implementing changes.
3. Develops administrative staff by providing information, educational opportunities, and coaching.
4. Resolves administrative problems by analyzing information; identifying and communication solutions and Maintains rapport with customers, managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations and also Maintains suggestion system by directing and controlling administrative technical aspects in accordance with management directives.
5. Guides employee actions by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines; communicating developments to management.
6. Completes administrative projects by identifying and implementing new technology and resources; redesigning systems; recommending re-deployment of designated resources and Accomplishes department and organization mission by completing related results as needed.

MAAC, Jalandhar Apr 2017 — Nov 2017

Student Coordinator

Work Responsibility

* + - 1. Maintains administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
			2. Creates and revises systems and procedures by analyzing operating practices; studying utilization of micro-computer and software technologies; evaluating personnel and technological requirements; implementing changes.
			3. Develops administrative staff by providing information, educational opportunities, and coaching.
			4. Resolves administrative problems by analyzing information; identifying and communication solutions and Maintains rapport with customers, managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations and also Maintains suggestion system by directing and controlling administrative technical aspects in accordance with management directives.
			5. Guides employee actions by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines; communicating developments to management.
			6. Completes administrative projects by identifying and implementing new technology and resources; redesigning systems; recommending re-deployment of designated resources and Accomplishes department and organization mission by completing related results as needed.

Future Perfect Education Better Think, Jalandhar Dec 2017— Till Now

Centre Coordinator

Work Responsibility

1. Maintains administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
2. Creates and revises systems and procedures by analyzing operating practices; studying utilization of micro-computer and software technologies; evaluating personnel and technological requirements; implementing changes.
3. Develops administrative staff by providing information, educational opportunities, and coaching.
4. Resolves administrative problems by analyzing information; identifying and communication solutions.
5. Maintains rapport with customers, managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.
6. Maintains suggestion system by directing and controlling administrative technical aspects in accordance with management directives.
7. Provides information by answering questions and requests.
8. Maintains continuity of work operations by documenting and communicating needed actions to management; discovering irregularities; determining continuing needs.
9. Guides employee actions by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines; communicating developments to management.
10. Completes administrative projects by identifying and implementing new technology and resources; redesigning systems; recommending re-deployment of designated resources.
11. Accomplishes department and organization mission by completing related results as needed.

Interests



Reading, Writing, Listening Music, Photography etc.

References



Provided when asked.

Declaration



I assure that all the above information given is true to the best of my knowledge and belief. If get a chance, I assure, I will do my best.

**Date: (MANPREET ANAND)**