

Kavitha Vijay

Mobile: +91-9947996525

E-Mail: kavithavijay1205@gmail.com



PROFESSIONAL SUMMARY

- BSc IT Graduate from Mumbai University
- 9 years of experience in a firm dealing with Educational Seminars, STEM & Robotics Training. A key player from last 9 years in setting up their changing business lines, forming new companies and managing merger with another organization have helped me gain enormous experience of various divisions.
- Having experience in:
 - ✓ Setting up new businesses from its onset
 - ✓ Infrastructure set-up
 - ✓ Managing the hiring needs
 - ✓ Expansion of branches
 - ✓ Hiring franchisees
 - ✓ Marketing & business development
 - ✓ Overseeing day to day operations.
- Star Performer Award winner for 7 times
- An effective communicator with an energetic approach to deal with challenges, which is proven with 9 years of strong performance.
- Has a strong desire to make a real and measurable difference, able to combine commercial insight along with extensive experience to further grow any business, extensive supervisory and management experience, and a smart working approach to ensure achievement of organization goals.
- Ability to outperform in high-pressure environments and challenging situations.

AREAS OF EXPERTISE& SKILLS

- Business Development
 - Marketing & Sales
 - Day to Day Operation management
 - Branch Network development
 - Franchise hiring and development
 - Client set-ups and retention strategy
 - Competitor mapping and building business plans
 - Budgeting and managing expenses
 - Employee Hiring & Building a strategic team
 - People Management Skills
 - Leadership
 - Communication
 - Motivation
 - Analytical
 - Problem-Solving
 - Quick Learning
- Language Known:**
- English, Hindi, Malayalam, Marathi

PROFESSIONAL EXPERIENCE SUMMARY

Duration	Company	Designation	Function
Feb 2010 - Oct 2017	Exucate Limited	Customer Relation Manager	Marketing/Operations
Oct 2017 - Aug 2018	SKYFY Media and Education Pvt Ltd	Operations Manager	Operations/ Business Development
Sep 2018 - Present	EduBrisk Knowledge Solutions Pvt Ltd	Operations Manager	Operations/ Business Development Managing F2B of STEM & Robotics

*Exucate was dissolved and a SKYFY Media was formed by the Director. Further SKYFY was merged with EduBrisk.

Educational Qualification

Bachelor of Science (IT) Mumbai University 2007

PROFESSIONAL EXPERIENCE DETAIL

Exucate Limited

Customer Relation Manager

Roles and Responsibilities:

- Follow up on Marketing Campaigns and Events to generate new prospects & leads.
- Identifying and Qualifying opportunities for New Business
- To maintain and update records in our CRM System accurately and in accordance with data protection requirements
- To engage and interact with Decision-Makers at Senior levels for identification of new and emerging business opportunities
- To build effective relationships with potential clients and existing customers, by use of appropriate questioning, clarification and language.
- To speak positively and enthusiastically about the company and its products and services to ensure that a professional company and brand image is maintained at all times to its customers.
- To provide a customer service strategy by providing professional and effective services to all the customers.
- To meet expectations, particularly in terms of Quality and Timeliness in line with departmental standards, procedures and guidelines

SKYFY Media and Education Pvt Ltd

Operations Manager

Roles and Responsibilities:

- Setting up SKYFY Media from its inception
- Managing the set-up of office in Cochin and its branches in Kerala
- Arranging Infrastructure needs & Human Resources
- Hiring Franchisees based on the company requirements
- Delivering presentations during seminars in various cities
- Marketing the products through Schools and other educational institutions
- Support marketing requirements by procurement of banners, print materials etc.
- Generating revenues through sales
- Building a team of Trainers & tele-callers
- Allocating day-to-day tasks to all staffs and monitoring them
- Performance management of the staff
- Budgeting the companies expenses and managing them
- Working with the CA for meeting the regulatory requirements.
- Procurement of Kits required for Robotics and other office supplies
- Invoicing and managing accounts
- Calculating Payroll and disbursement of salaries
- Competitor and Market Research to identify new opportunities
- Managing & approving travel and accommodation requirement for the staffs during travel.

EduBrisk Knowledge Solutions Pvt Ltd (SKYFY merged with EduBrisk)
Operations Manager

Roles and Responsibilities:

- Managed the Merger of SKYFY to EduBrisk
- Seamless transfer of assets including people to EduBrisk
- Key person in successfully bridging the cultural gap between the two firms
- Competitor and Market Research to identify new opportunities
- Maintaining the Record for all Income and Expenses
- Support marketing requirements by procurement of banners, print materials etc.
- Managing the database of all existing clients and future prospects
- Allocating Trainers for the classes
- Arranging Transportation and Accommodation for Trainer
- Keeping Record of Robotics Kits
- Hiring Permanent & Temporary Trainers and Ensuring their Integration
- Business Development & Revenue generation through sales
- Managing day-to-day operations task for Robotics
- Regular contacts with the Decision Makers to manage firms relationship
- Visit School for Direct Meeting with the Decision Makers (Principal or Management)
- Preparing & Managing the Contracts with the Schools

Additional Details

Date of Birth: 12th May 1986

Marital Status: Married

Nationality: Indian

Date: 17-04-2019

Place: Ernakulam