

# D Magendra

Operations | Marketing | Branding



Secunderabad, TS, India  
500087



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**Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.**



## Skills

Relationship building and management



Advanced

Staff Management



Advanced

Onboarding and training



Advanced

Operations management



Advanced

Business administration



Advanced

Negotiation



Advanced

Multitasking Abilities



Advanced

Decision-Making



Advanced

Planning and Coordination



Advanced

Teamwork and Collaboration



Advanced

Strategic planning



Advanced

Vendor procurement



Advanced



## Work History

### Business & Operation Consultant

*Bright IT Solution*

- Key Result Areas:
- Managing business for service and solution of IT range of products; spearheading sales & distribution of IT products & solutions
- Did consultancy for different domains like -Educational Institutes, NBFC, E-Commerce Portal, FMGC, Hotel & Resorts and Event Company
- Understanding Scope of work client's project and assigning team of developers accordingly
- Ensure to meet the deadline of the project
- Develop trust and relationship with clients which help in referrals
- Supervision on daily work done as per planning
- Coordinating with 3rd party vendors
- Coordination between Client - Developers - Project Head to understand the resolve issues timely through ZOOM, Google
- Meet, WebEX, Skype etc
- Provides L3 IT onsite support if need before handing over the project to client

2013-10 - 2022-12

2011-06 - 2013-09

- Engage in website designing, Domain & Hosting, SEO, SMO, Bulk SMS, Professional Graphic Designing, Marketing and so on

### Regional Manager

Orion Edutech Pvt. Ltd, Jaipur

- Managed a team of Centre Managers, Area Managers, Counselors, Tellecallers
- Lead Operations & Marketing for 12 Branches in Rajasthan
- Giving Presentation to IAS & RAS personals in Secretariat Jaipur for skill training Govt. tenders
- Cross-trained existing employees to maximize team agility and performance.
- Accomplished multiple tasks within established timeframes.
- Onboarded new employees with training.

2008-10 - 2011-04

### Admission Manager

Rai Business School, Rai Foundation, Jaipur

- Created awareness about the Institute and Courses by strategizing plans for promotional activities on print as well as electronic media.
- Manage team of BDE, CIO. Providing training and Review reports daily and weekly basis.
- Organized and Manage Education Fairs, Events, Seminars in School & Colleges
- Answered challenging enrollment questions and handled special student cases.

2006-11 - 2008-10

### Sr. Business Development Executive

Frankfinn Institute Of Air Hostess Training, Alwar

- Performed client research and identified opportunities for account growth, account penetration and market expansion.
- Completed and submitted monthly and yearly reports to support executive decision making.
- Collecting Student Data by Seminar and different activity.
- Convert Walk-ins to Admissions
- Support the other region's Team in marketing ( Kota, Ajmer & Jaipur)

2003-10 - 2006-10

### Admin & Marketing Executive

Bright Children Academy, Alwar

- Drove marketing initiatives to increase brand recognition.
- Targeted new admissions reach to grow geographic reach and increase revenue.
- Coordinating with parents for fees and other issues

2002-04 - 2002-09

### Customer Care Executive

Micronet Computers, Alwar

- Coordinated timely responses to customer communication and researched complex issues.
- Provided customers with updates and periodic statements on service developments and changes in trends.
- Analyzed customer needs to recommend potential products or services.
- Strengthened customer relationships by listening to customer concerns and giving priority to service requirements.



### Education

2022-10 - 2023-02

#### Certification Lean Operation Management: Lean Operations

Indian Institute Of Management (IIM) - Rohtak, HR

2001-01 - 2003-01

#### Diploma: Software Engineering & E-Commerce

Aptech

2002-01 - 2002-04

#### Microsoft Certified Professional (MCP) in

Microsoft - Alwar, RJ

2004-03 - 2004-06

#### Basic Cabin Crew & Hospitality Training

Frankfinn Management Consultant - New Delhi, DL

2003-06 - 2006-05

#### B.Com: Accounting And Business Management

Jiwaji University - Gwalior, MP



### Languages

English | Hindi | Telugu



### Interests

Cycling | Cooking | Travel



Advanced