



Kanchan Balwani

Sales & Operations In-charge

Possessing excellent organizational skills and proven track record building positive relationships with stakeholders, clients and colleagues at all levels in an organization. Now seeks a challenging and varied position that will enable me to capitalize on administrative as well as sales expertise, with opportunities with personal and professional growth.

Experience

March 2023 - Present

The Princeton Review - Scoreplus Education Dmcc LLC

Sales & Operations Incharge

Managing DMCC Branch Operations & Sales along with marketing team. Monitor and evaluate the effectiveness of training programs, and scheduling batches as needed. Supervising sales and marketing team, strategic planning and goal-setting for various marketing events. Counseling Parents & Student for Test Preps & Abroad Education Requirements. Training new employees, monitor and report on department performance. Analyze business requirements and customer needs. Plan, manage, and review stock, inventory, and material resources to ensure all departments meet financial objectives. Build strong rapport with external customers. Support the recruitment of appropriate individuals for departments and within budgetary limitations. Ensure all departments are adequately staffed to achieve goal. Ensure induction training for new team members to familiarize them with work surroundings and the role. Coach and develop the job-related skills of supervisors and team members to support improvements in their job performance

June 2020- January 2023

Jamboree Education - Ahmedabad, Gujarat India.

Center Manager

Operate, and monitor Ahmedabad city performance against the annual target. Develop budgets and targets with the departmental supervisors, and review performance against these and work with the supervisors to identify and address any shortfalls. Identify opportunities to strategically develop the business, implement long-term plans, and restructuring and re-developing as required. Identify and recommend appropriate capital purchase requirements, sourcing the most cost-effective solution completing the purchase and installation in a timely manner. Plan, initiate, and promote marketing events with input from Departmental Supervisors and the Marketing department to ensure all departments meet sales and profitability budgets.

January 2019 - May 2020

Times Professional Learning (Times of India Group) Pune, India.

Senior Counselor (DM & BFSI)

Handling walk-in inquires, helping them to understand about course and career options after the course. Face to face and group counseling sessions, follow up, solving queries, handling batch launch every month. Taking care of social media marketing of company pages, lead generation through Facebook. Co-ordination with SEO consultant for company website, CRM analysis. International lead generation through Facebook. Coordination with events & marketing team for planning yearly calendar.

Contact

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Email

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Address

New Satwa, Dubai

Education

2010

**Diploma in Business Administration
- HR Advance.**

NIMS Ahmedabad, India

2018

**Master Diploma in Digital
Marketing.**

Brandveda Institute, Ahmedabad, India

Expertise

- Sales &Marketing
- Client Relationship
- Team Management
- Vendor Management
- Administration
- Operations

Language

English

Hindi

Personal Profile

- **Date of Birth : 28th Jan 1985**
- **Nationality: Indian**
- **Marital Status: Single**
- **Languages Known: English, Hindi, Sindi, Gujarati.**
- **Origin : Ahmedabad, Gujarat, India**
- **UAE Driving License: Valid**
- **Passport Number: M1873547**

March 2018 - December 2018

Demand Shore, Pune, India

Business Development Executive- High Quality Leads

Generating high quality leads from US & Canada for different campaigns for CRM, Marketing Automation & Sales Automation tool.

Oct 2014 - Oct 2017

E-movers LLC - Dubai, UAE

Business Development Executive

Generating leads through doormat accounts, calling clients & fixing appointment, so that lead can be convert in to business order. Searching new clients through market Intelligence, social media and research on Industry. Introducing our service to new clients & coordinating with existing clients. Generating new leads for business, vendor registration with corporate and government entity. Meeting A level employees of prospective companies to generate new business. Preparing tenders, agreements and mutual agreement for upcoming projects & referral business.

Dec 2012 - Sept 2014

Kidzee Pre-School, Zee Education Ahmedabad, Gujarat

Center Manager

Handling whole Center including Team of 10 Teachers. Preparing teachers schedule on weekly basis to run the show smoothly. Generating new admission through group counseling of parents, one to one counseling, arranging events for marketing and branding & administration work after admission, handled HR duties for whole staff. Preparing full year's event calendar. Handling parents queries. Arranging all events in school. Applied SWOT analysis (Strengths, Weakness, Opportunities, and Threats) to improve running system.

Dec 2010 - Nov 2012

VIP International School, Ahmedabad, Gujarat

HR / Admin

Handling whole Center including Team of 10 Teachers. Preparing teachers schedule on weekly basis to run the show smoothly. Generating new admission through group counseling of parents, one to one counseling, arranging events for marketing and branding & administration work after admission, handled HR duties for whole staff. Preparing full year's event calendar. Handling parents queries. Arranging all events in school. Applied SWOT analysis (Strengths, Weakness, Opportunities, and Threats) to improve running system.

March 2008 - Oct 2010

Aatash Norcontrol Ltd, Ahmedabad, Gujarat

Personal Assistant & Admin Co-ordinator to Director

Vendor management, taking minutes of meeting with Director, Handling all HR duties leave management/ attendance / events of whole year/ travel management of all higher authorities