

Raj Kumar Master Meitei.

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To obtain Administrative, IB, Accounts and Finance position with a global business, or professional associations that is seeking individual who can analyze, organize, and manage challenging projects that promote growth through individual and product achievement. Seeking an entry level position in the field of International Business, Accounts and Finance.

Skills

- Strong in spoken & written English, Good and pleasant personality, negotiation skills, accounts and finance concepts, strategies and life cycle.
- Good Complimentary technical and commercial aptitude; fluency in describing technology.
- Good knowledge in risk management and handling problems in various business environments
- Willing to work target based environment.
- Strong planning, organizational and team leadership
- Stupendous communication and presentation
- Confident and poised in interactions with individuals of all levels4
- Proven ability to gather, collate, analyse and use data effectively

Computer Knowledge

- Microsoft Office (Word, PowerPoint, Excel and Access)
- Microsoft Front Page
- Basic HTML and Dynamic HTML etc.
- Operating Systems: Windows XP/ Windows Vista/Well versed Linux operating system.

Conferences/Workshop attended

- Attended national conference on “*INFORMATION COMMUNICATION AND COMPUTER NETWORK*” held on April 6, organized by TIAS in 2013.
- Attended workshop on "INVESTORS PROTECTION IN CAPITAL MARKET" Under Investor Awareness Program, held on Mar 22, organised by TIAS in 2013.
- Attended National Conference on "EDUCATION FOR THE NATION DEVELOPMENT" held on Feb 13 - 16, organised by TIAS in 2013.
- National Conference on "HEURISTIC APPROACH OF MARKETING IN DEVELOPING ECONOMIES" held on October 20, organised by TIAS in 2012.
- Attended workshop on “CORPORATE TAX PLANNING” held on October 18, organised by TIAS in 2012.
- Attended workshop on “THE COMMON RECENT DEVELOPMENT IN CAPITAL MARKET” held on September 27, organised by TIAS in 2012

Education Qualifications

- MBA** (Major-Finance and Minor-International business) in 2012-2014 from **Guru Govind Singh Indraprastha University**, New Delhi.
- B.Com.** from **Delhi University** in 2011.
- HSSLC – Physics, Chemistry, Mathematics and Biology from Council of Secondary Education Manipur in 2005.
- HSLC from Board of Secondary Education Manipur in 2003.

Internship/ Other Activities

- Completed 2 month summer internship on “The Growth of Insurance Brokers and General Insurance Companies in India” at JK Risk Managers and Insurance Brokers Limited.
- Attended and presented a talk at the event “**COGNITO 2013**” Inter college STP competition organized by Delhi Institute of Advanced Studies on September 28, 2013.
- Participated in **Stock MIND-Session II** held in November 20-27, 2013 organised by **ICICI**.

Work Experience:

Working as a **BDM** at **Techinventive Software and Services Pvt. Ltd.** (1st March, 2021 to Present)

Handling a team of 4 Online Bidders and 2 Business Development Executives. Lead generation and closure, individually as well as for the team is my primary task. Motivate my

team to achieve our individual and team's target. I am specialized in bidding on various portals mainly Upwork, Freelancer, Guru and PPH. My team, worked on various technologies viz.

1. App: Native Android and Hybrid (Flutter, React Native)
2. Web: Laravel, CI, YII, Drupal, CMS (Wordpress and Joomla)
3. Other Tech: Blockchain, Unity 3D, UI/UX

Working as a **MANAGER** at **Networkmaster Software Solutions Pvt. Ltd.** (17th Dec, 2018 to 10th Feb, 2021)

Being a Manager, I have been handling both Domestic as well as International Clients. I have a team of 15+ in different specialization viz Digital Marketing, Mobility, Web Apps, and inside sales. On monthly basis, I have to motivate my team so that my team can achieve overall target as well as individual targets. Follow the process not the target in such a way that if we achieve the target we should work harder in order to achieve incentive while in case if we fail to achieve the target we should work more harder in order to achieve our overall teams target-This is my methodology while work as a team.

Worked as a **SENIOR BUSINESS DEVELOPMENT MANAGER** at **INFODART TECHNOLOGIES** (March, 2018 to Dec, 2018)

Bidding on various profiles like Freelancer, Upwork, Guru, PPH. One of the best opportunity I achieved while working in Infodart is I can place different technologies specially BLOCKCHAIN, SALESFORCE, UNITY 3D-Gaming, Maya, HANA Integrations etc.

Worked as a **BUSINESS DEVELOPMENT MANAGER** at **STARIENGINEERING.** (April, 2017 to Dec, 2017)

Bid on various online portals like Freelancer, Guru, Upwork etc. and to generate leads for website designing, development, software development, android and ios apps development projects and convert them into revenue.

Worked as a **Sr. Business Analyst** at **Madhyam Technologies** (Nov, 2014 to Feb, 2017)

My role as Sr. Business Analyst in this company is to lead a team of 5 online bidders, 3 marketing executive (work on LinkedIn only) and convert their leads, communicate with client and forward the requirements to the Project manager. Daily, cross checked the work in progress of every project and proposal of online bidders. The primary task I have been doing is to estimate the cost as well as the duration to complete a project based on the requirement of the clients and sending these business proposals to various Clients on Elance and upwork is my secondary task. I also handle the clients in terms of queries, update daily reports of the Company's work in progress and to make a long term relationship with them.

Worked as a **BUSINESS ANALYST** at **CFE India Pvt. Ltd.** (April 1, 2014 to Nov, 2014)

My role as Business Analyst in this company is to bridge the gap between business problems and technology solutions. The main works that I have been working in this company is the analysis of business problems by bringing various projects on WORDPRESS, JOOMLA, MAGENTO, Core PHP, Content writing, Android, IOS, Window apps, .NET projects for the company and then to provide optimum solution for the same within the proposed time and invested money by clients. The primary task I have been doing is to estimate the cost as well as the duration to complete a project based on the requirement of the clients and sending these business proposals to various Clients on Elance and upwork is my secondary task. I also handle the clients in terms of queries, update daily reports of the Company's work in progress and to make a long term relationship with them. During this timeframe I have worked on

Worked as an **Online Bidder** at **Networkmaster Software Solution** (Feb, 2012 to March, 2014)

My role as Online Bidder in this company is to generate leads in Website Designing and development in JOOMLA, WORDPRESS, PHP by sending various proposals on Elance, upwork, guru, fever. Once I got any response or query from the clients, the same has been forwarded to Sr. Business Analyst (Lead Converter).

Personal Details

Date of Birth: 15th February, 1987

Languages Known: English, Hindi, Manipuri.

Game and Sports/ Hobbies: Chess, Carrom, Football, Cricket, Listening Music.

The information furnished above is true to the best of my knowledge.

Raj Kumar Master Meitei