

Garima Minaray

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Objective

Training and Development ,Event Planning, Property Management, Administration & Operations.

Work experience

Popular Enterprises June 2017 to December 2018

Manager -Training and Development

Content writing and development, with core understanding of training needs, identifying the difficulties and giving solutions to the new joiners, existing employees and undertake all training related activities. Training includes basic induction module, soft skills, and company overviews, with upgrade knowledge, implementation.

Self Oct 2012 — 2016 Feb Event Planner /(Freelancer)

Planning, Organizing, vendor management, and post event accounting.
Taking care of all kinds of party events, including charity events organised by various clubs. Imparting events like cultural and social clubs.

Broking firm Feb 2011 — Jan 2012

Property management operations

Operations: Maintaining MIS records of property deals, on rent, sales and lease agreements, coordinating with sales and relocation companies, listing of properties, making lease agreements, tracking market conditions, land prices, and having records of all sales deeds.

ICICI Prudential and ICICI Bank June 2009 — Feb 2011 Associate Financial Service Manager

Direct Marketing and Sales for all products.

1. Tracking the financial review 2. Sales process and login operations 3. Post sales services and product pitch 4. Conduct presentation and marketing of all products and generate business. 5. Completed successful Certification " Graduation in goal sheet".

Reliance Life Insurance Aug 2007 — Oct 2008 Sales Training Administration Manager

Sales Training Administration includes: Looking after BOJ (Bihar, Odisha , Jharkhand)

1.Focus on daily recruitment process 2.Monthly MIS reports and reporting to HO (head office) 3. Approve Bills for vendors 4. looking after daily operations and coordination with Sales & Training.

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5. To conduct home sit training for new joiners on IRDA tests and product review. 6. Organise induction programs for managers and advisors. 7. Maintained MIS for branches of Bihar, Odisha, Jharkhand.

ICICI prudential Jan 2005 — July 2007 Consultant Trainer

Conducted

1. Induction training 2. Presentation on product launch 3. Pre Irda test training 4. Sales process training 5. Tracking records on sales reports 6. Keeping feedback and maintained MIS for records. 7. Post sales advance training.

Conducted motivational and sales training with full focus on market review.

Qualifications

Graduation:- Bachelor in Commerce

Subjects: Business Studies, Mathematics, Environmental Studies, Company Law.

Education

Matriculation 1999 — 2000 D.A.V. public school

12th April 2000 — June 2002 Desouza's English Medium School

10+2 Commerce : Principle of commerce, economics, mathematics, quantitative theory, fine arts, computers.

B.com 2003 — 2005 Municipal college of Rourkela

Bcom. (3 years regular)

Subjects: Company Law, Economics, Mathematics, Financial Accounts, Business Studies, Environmental studies, Management accounts.

Skills

1.Basic computer skills 2. Presentation and training skills 3. MIS Maintenance 4. Experienced with 4 years in sales and marketing 5. Client services 6. Event Planning and organising parties, vendor management. 7. Operations, coordination and people management.

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Interests

Cooking, travelling , surfing, reading books (Authors like Robin Sharma's Motivational writings, Rashmi Bansal's- take me home, and books on financial markets and people management.

References

References available upon request.

