

CURRICULUM VITAE

Rajneet Singh Kohli

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CARRER OBJECTIVES

As an enthusiastic person, I am looking for an opportunity that would place me in a challenging position in an organization that is open, vibrant and competitive for mutual growth. I also want to excel in the dynamic and challenging corporate world and become useful in terms of money, time and humanity.

ATTITUDE & ATTRIBUTES

- Confident, Disciplined, Innovative, Enthusiastic, Positive, Honest.
- Hardworking, Good Communication skills.
- Interpersonal and Negotiation skills.
- Liberal, Ambitious, Friendly and Goal Oriented.

EXPERIENCE

- Sarthee Consultancy, Ahmedabad (Sept 2021 to Present)
- Designation - Business Development Manager

Job Profile:

- Identify and develop new business opportunities through networking, industry knowledge, current expertise and existing contacts.
- Proactively initiate contact with potential clients.
- Build and maintain good relationship with existing clients in order to facilitate repeat business.
- Persuade clients sign search contracts on exclusive and/or retainer basis.
- Assist clients in formulating their expectation and contractual requirement in order for the appropriate candidates to be suitably matched with the role.
- Work together with the internal researchers to match the candidates to the profile and create a shortlist.
- Professionally present a candidate shortlist to the client.
- Help hire skilled workers for job vacancies.
- Handling & Training team of recruiters & BDE.

- Synoris Information System. Ahmedabad (Dec 2020 to Sept 2021)
- Designation - Business Development Manager

Job Profile:

- Identify and develop new business opportunities through networking, industry knowledge, current expertise and existing contacts.
- Proactively initiate contact with potential clients.

- Build and maintain good relationship with existing clients in order to facilitate repeat business.
- Persuade clients sign search contracts on exclusive and/or retainer basis.
- Assist clients in formulating their expectation and contractual requirement in order for the appropriate candidates to be suitably matched with the role.
- Work together with the internal researchers to match the candidates to the profile and create a shortlist.
- Professionally present a candidate shortlist to the client.
- Help hire skilled workers for job vacancies.
- Handling & Training team of recruiters & BDE.

SI Analytic Consulting India Ahmedabad (May 2019 to Nov 2020)

➤ Designation - Business Development Manager

Job Profile:

- Identify and develop new business opportunities through networking, industry knowledge, current expertise and existing contacts.
- Proactively initiate contact with potential clients.
- Build and maintain good relationship with existing clients in order to facilitate repeat business.
- Persuade clients sign search contracts on exclusive and/or retainer basis.
- Assist clients in formulating their expectation and contractual requirement in order for the appropriate candidates to be suitably matched with the role.
- Work together with the internal researchers to match the candidates to the profile and create a shortlist.
- Professionally present a candidate shortlist to the client

➤ Holy Square Reality. Thane (April 2018 to April 2019)

➤ Designation- Project Manager

Job Profile:

- Oversee construction projects from beginning to end.
- Determine the necessary equipment, materials, and manpower needed.
- Keep track of inventory, tools and equipment.
- Ensure supplies and equipment are ordered and delivered according to schedule.
- Prepare reports regarding job status.
- Resolve any problems that may arise.
- Ensure compliance with safety regulations and building codes.
- Evaluate risks.
- Plan construction operations.
- Ensure all deadlines are met.
- Hire contractors and staff including construction laborer.

➤ Shakti Equipments Pvt. Ltd. Thane (July 2017 to March 2018)

➤ Designation: Purchase & Store Manager

Job Profile:

- Maintain records of goods ordered and received.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Issue Material to mechanics to replace damaged materials

- Participate in the development of specifications for equipment, products or substitute materials.
- Review, evaluate, and approve specifications for issuing and awarding bids
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.

➤ **Raj Motor Stores. Navi Mumbai (Jan 2001 To April 2017)**

➤ **Designation: Owner**

Job Profile:

- Started my business from scratch.
- Purchase of Automobile Spare Parts of Heavy Vehicles & Earthmovers
- *Maintain records of goods ordered and received.*
- *Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.*
- *Prepare and process requisitions and purchase orders for supplies and equipment.*
- *Issuing Materials to mechanics to replace damaged materials.*
- *Participate in the development of specifications for equipment, products or substitute materials.*
- *Coordinating with clients for the payment release & invoice.*
- *Having a good knowledge of all spare parts from Nut Bolts, Bearings, Clutch Plates & Pressure Plates, Spring Leaves, Starter & Alternator Elec. Parts, Engine Oil & Brake Clutch Oil, Hydraulic Cylinders to Clutch Cylinders.*

PERSONAL DETAILS

Date of Birth	24 th March 1985
Current Address	D - 903, Vrindhavan CO.OP Housing Society, Godrej Garden City, Chandkheda, Ahmedabad, Gujarat 382470.
Languages Known	English, Punjabi, Hindi, Marathi.
Marital Status	Married
Hobbies	Playing Cricket, Long Drive & Learning new things
Gender	Male

DECLARATION

It is here by declared that the information furnished above are correct to the best of my Knowledge and if any stage it to the Knowledge of the company that the same is incorrect and concealment has been made then the Company where I am working has a full right to disqualify me and take me out of the Company or Organization.

PLACE:
Ahmedabad

Yours Faithfully,
Rajneet Singh Kohli

