



NEELAKANTHA SALUNKE

- ASSISTANT GENERAL MANAGER
- BUSINESS DEVELOPMENT CONSULTANT
- CORPORATE TRAINER
- ASSOCIATE REGIONAL HEAD

PROFILE

A seasoned Assistant General Manager, Business Development Professional. A Business Development Consultant, Corporate Trainer/Soft skill trainer with overall 17+ years of experience with Proven track record and consistent performance.

Highly experienced in setting up new branches/ Business and converting them into profit making centres/ Business. Expertise in Mentoring, Guiding Leading Business Development/ Sales team Identifying, Developing, Delivering impactful training programs which helps in building innovative solutions that align with the organisational goals

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Vishweshwaryya Nagar
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CLIENTELE BASE

- Education :
- PUC & Degree colleges
 - Hotel management Institutes
 - Spoke English Institutes
 - Competitive Exams coaching Centres
 - PMKY Institutes
 - Aviation Academies
 - Software and Hardware Institutes
- Automobile :
- Two wheeler and Four wheeler dealer
- Healthcare :
- Hospitals
 - Panchakarma centers
 - Pharmacy
- Retail :
- Apparel Showrooms
 - Consumer appliances showrooms.
- Banking :
- Cooperative Societies
 - Real Estate and Land development firms

PRODUCTS HANDLED

- Foreign Exchange
- Inward Remittance
- Outward Remittance
- Travellers Cheques
- International Sim Cards
- Gold Loans
- Gold Ornaments Boking
- Micro Loans
- Two Wheeler Loans
- MSME Loans / LAP/ Mortgage Loans
- Life Insurance
- Health Insurance
- Motor Insurance
- SIP
- Secured Debentures

WORK EXPERIENCE

Pavan Group of Schools

Assistant General Manager

2025-2025

Key Responsibilities

- Overseeing overall daily operations ensuring process run smoothly and maintaining pleasant environment
- Handling various administrative tasks such as scheduling meetings preparing reports and maintaining records
- Serve as a liaison between staff and the top management ensuring clear and timely solutions
- Monitoring staff performance, provide constructive feedback and to conduct regular Evaluation and identify areas for improvement
- Hiring, onboarding and training new staff and existing staff
- Budget preparation , cost control and ensuring adherence to financial requirements
- Providing guidance and support in handling sensitive employee situations and performance issues and absenteeism
- Planning and allocationg resources which includes materials, human resources to meet operational needs
- Ensuring adherence to school policies, procedures and safety measures
- Generating timely reports on KPI's , operational efficiency and other relevant metrics for management review
- Conducting various training sessions, including personality development and soft skills training sessions to staff members
- Providing one-on-one counseling for students and staff to enhance their performance in both job and academic settings
- Addressing operational issues, Parent's inquires promptly and finding efficient and timely solution
- Represent the school effectively with outside organisation and individuals
- Designing various innovative and creative marketing and strategy
- Conduct various presentation programs which includes coaching centers Rural market, community centers and rural market etc
- Managing entire admission process right from Data collection, tele calling, counseling, closure of admission
- Leading a team of external marketing, tele callers, counselors and Digital Marketing to ensure proper engagement in both online and offline platforms

SKILLS

- Communication Skills
- Presentation skills
- Sales and Negotiation skills
- Strategic thinking
- Adaptability and innovation
- Market Research and Analysis
- Emotional Intelligence
- Coaching and Mentoring
- Public Speaking
- People Networking
- Financial acumen
- Critical thinking
- Content creation and curricular design
- Project Management
- Cultural sensitivity
- Motivational skills
- Facilitation skills
- Problem solving and conflict resolution

EDUCATION

- Bachelor's in Business Administration
- 2004 - 2008
- Gogte College of Commerce (BBA)

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Kannada (Fluent)
- Marathi (Fluent)
- Urdu (Intermediate)

HOBBIES

- Singing
- Playing Piano
- Kung Fu Martial Arts
- Cricket
- Motivational Speaker
- Anchoring

PERSONAL DETAILS

Date of Birth : 30/04/1984
Marital Status : Married

MAJOR ACHIEVEMENT

- Created professionalism and discipline among the staff
- Introduced proper admission process and streamline proper roles to non sales staff which improved the admission process
- Conducted training sessions to all the team members which includes tele etiquettes, professionally counseling, closures techniques to achieve highest conversion ratios
- Introduced official tie ups with other educational institutions ie. Pre schools and coaching centers
- Conducted successful presentation to extract good number of data and conversions in major coaching centers and communities
- Introduced Business Associate model on admission reference
- Introduced Incentive structure to the admission team
- Appreciated by management and team members on innovative ideas
- Appreciated for highest number of closures
- Highest number of admissions in a day 20
- Highest number of admissions in a academic season achieved 93% of target which was 465 against 500
- Appreciated for resolving various issues related to students and parents
- Highest number of retentions
- Appreciated for effective operational policies and procedures

WORK EXPERIENCE

The Freelancer

2022-2024

Business Development Consultant / Corporate Trainer

- Advisory services to the organisations/Clients in improving their Business Processes,market positioning and revenue generation as per the industry changes and market trends
- Responsible to conduct thorough Research on Market trends, Industry trends and competitor strategies
- Preparation of SWOT Analysis and assess potential growth of the clients
- Propose and implement Business Models, Operation Policies and Go - to - Market strategies for clients
- Work closely with Sales team to generate leads,Sales pitch
- Responsible to conduct Personality Development,Soft skills training to the clients
- Coordination with marketing and advertising team to conduct ATL and BTL Activities
- Attend Industry Events, Conferences and Networking Activities to promote the organisation
- Oversee the implementation of new business initiatives for new ventures and ensure they are delivered on time and within scope
- Use Key Performance Indicators (KPI's) to track the success of Business Development activities and ensure ROI's of strategies
- Prepare detailed Reports and present Business proposals and recommendations to the top management of the clients
- Conducted various training sessions which includes Personality Development,Soft skills training as per the requirements of the clients
- Conducted one to one counseling of various students and staff based to improve their performance on job and academics
- Responsible to conduct Training sessions for students / Employees of the clients

PAST CAREER HISTORY

Asst.Regional Manager	Efficient Group	2016-2022
Branch Manager	Muthoot Fincorp Ltd	2014-2016
Sr. Branch Manager	Efficient Group	2012-2013
Branch In-charge	Lotus Forex Pvt Ltd	2011-2012
Business development officer	First Flight Couriers Ltd	2008-2011

CREDENTIALS

Available on request

Date :

Place :

(Neelakantha Salunke)