

HEMANT KHANNA

+918826971638 | Khanna.hemant3@gmail.com

SUMMARY

Completed my MBA from Cardiff Metropolitan University in UK. A highly motivated, people-oriented, and acute attention to detail specialization in communication, and time management. Strive to work as professional in an organization where I can utilize my technical and interpersonal skills and enhance my knowledge to meet my personal and company goals and objective with full integrity.

KEY SKILLS & PROFESSIONAL DEVELOPMENT

- Knowledge of CT-1 and CT-3 of Actuarial Science.
- Knowledge and experience of Strategic Planning, Financial Oversight, Business 360 review and Business Development.
- Gained business awareness of local enterprises through work and acquired valuable insight into their strengths and limitation.
- A quick learner; capable of adapting to new concepts and methodologies.
- Ability to prioritize work and meet all deadlines in a busy dynamic work environment.
- Proficient in Microsoft Office: Excel, Word and PowerPoint.
- Excellent verbal reasoning abilities gained through being on the college debating team.
- Developed good numerical skills through studying commercial mathematics.

EMPLOYMENT HISTORY

LIDO Learning, India

June 2021 - Present

Business Development Associate

- Identify and develop strategic relationships with potential customers of education technology.
- Needs to teach the student, create a rapport and close sales.
- Assist in the development of a strong pipeline of new customers through direct or indirect customer contact and prospecting.
- Ongoing monitoring and analysis of pipeline to review performance & optimize accordingly to ensure objectives are met.
- Maintaining strong follow-ups and regular feedback calls.
- Update and create tailored client proposals.

Domino's Pizza, Cardiff

February 2019 - February 2020

Crew Member

- Worked as a Part-Time Crew member to gain qualities for work in a team and how to deal with the customers.

Khanna & Company, New Delhi, India

March 2015 - August 2018

Assistant Accountant/Business Operations

- Preparation of monthly and annual financial and managerial reports.
- Issuing company invoice on Tally (ERP) or Busy.
- Managing company petty cash.
- Handle day to day business operation.
- Reviewing existing business processes and implemented best practice.
- Performing continuous research on ways in improving business process.

EDUCATION & QUALIFICATIONS

Cardiff Metropolitan University, Cardiff, UK
Master of Business Administration

2020

SUBJECTS: Business process & Data Analysis, Finance of International Business, Operation Management, Marketing, Strategic Management

Research on Capstone project: How behavioural economics helps to save the high street?

- The research allowed the organisation to adopt the changes in the market in perspectives of human behaviour and also how to implement behavioural economics in their business.
- Research shows the problems of high street.
- Critically analyses the problems in high street and implementation of behavioural economics in order to solve the problems.

Analytical research on operation management of Apple Inc.

- Critically analyses the value chain map, process map and some other's good facts about Apple operation process.

Project on Strategic Analysis of Ryan Airways

- First part of research includes VRIO and TOWS analyses which evaluates the external and internal environment of the organisation
- Second part of research includes the business strategy recommendation with the help of key findings of VRIO and TOWS analysis which company should follow in order to grow the business.
- Research also includes the stakeholder mapping and SAF report which shows the current position of the company in the market.

Delhi University, India
Bachelor of Arts: Economics & Math

2017

ADDITIONAL INFORMATION

References available on request.