



## ARUN JOSHI

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### **Administrative Professional**

*(Offering over 20 years of cross-functional experience)*

#### **PROFILE & STRENGTHS**

- Competent, diligent & result oriented professional, offering over **16 years** of exposure across **Strategic Marketing, Business Development, PR, Organizational Development, Corporate Affairs, Client Relationship Management and Liaison & Coordination**; currently spearheading as **Executive Officer, Abroad Industrial Missions, National Seminars Co-ordination, Administration, PAN INDIA with Confederation of Indian Industry**.
- Dexterity in assessing changing market environs with an insight into the domains of market research, client relationship management and business development; capable of establishing new milestones through evolved managerial skills.
- Possesses the competence to complete the work assigned without compromising on quality under all circumstances using a combination of organizational and presentation skills.
- Demonstrated ability to manage human, financial and material resources towards the achievement of stated objectives, to plan and manage work programmes and to lead, motivate and provide effective guidance to a team of professional and support staff.
- Motivated and goal driven with a strong work ethics, continuously striving for improvement coupled with excellent Administrative aptitude with an eye for detail and the commitment to offer quality work.
- Multilingual with proficiency in English, Hindi and Punjabi.

#### **Core Competencies**

✧ *Business Development* ✧ *Strategy Formulation* ✧ *Corporate Affairs* ✧ *Public Relations* ✧  
✧ *Client Relationship Management* ✧ *Team Management* ✧ *Graphic Designing* ✧ *Interpersonal Skills* ✧  
✧ *Analytical Skills* ✧ *Communication Skills* ✧ *Leadership Skills* ✧ *Organizational Skills* ✧ *Presentation Skills* ✧

#### **PROFESSIONAL EXPERIENCE**

**CONFEDERATION OF INDIAN INDUSTRY (CII)**

**May 2008 – September 2020**

*Executive Officer*

##### **Key Accountabilities:**

- Instrumental in handling entire spectrum of functions pertaining to training events, seminars and conferences including agenda, cost effective budget formulation for conference, liaison work with prospective delegates (delegate promotion), speakers (speaker coordination), sponsors and other related functions.
- Designing of Brochures, Books, Stage Setup's, Magazine Advertisements etc.
- Spearheading efforts across conceptualizing and implementing innovative strategies to enlarge the core market base of the Indian industry across the globe, based on market research data while conceptualizing, planning and implementing processes to drive business volume growth.
- Organized, CII – MSME Industry Mission to Tokyo & Osaka, Japan from 4<sup>th</sup> Dec. 2010 to 11<sup>th</sup> Dec. 2010.
- Providing Admin Support to the Team.
- Expertise in tracking market dynamics and drawing inputs to realign tactics/strategies to counter competition & identify key accounts to strategically secure profitable business for the products in new markets.

**INTIGER, CHANDIGARH, INDIA**

**June 2006 - Feb 2007**

*Project Leader and Admin Manager*

**INSTITUTE OF ENGINEERING & TECHNOLOGY, MANDI GOBINDGARH, INDIA**

**June 2005 - July 2005**

*Visiting Faculty for Web Development & Web Designing Course*

**ABOVE & BEYOND EVENT MANAGEMENT COMPANY, CHANDIGARH, INDIA,**  
*Creative Head cum Admin Manager*

July 2004 – May 2006

**WINPAQ COMPUTER EDUCATION SERVICES, CHANDIGARH, INDIA,**  
*Admin Manager*

April 2002 – June 2004

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## **ACADEMIC & PROFESSIONAL CREDENTIALS**

### **Master of Business Administration (IT) - 2009**

Punjab Technical University (PTU), Jalandhar, India (66% Marks)

### **PGDCA - 2007**

Kurukshetra University, Haryana, India (58% Marks)

### **Diploma in Advance Multimedia & Web Publishing - 2002**

ZED Carrier Academy, Hyderabad, India (Grade "A")

### **Diploma in Animation - 2002**

ZED Carrier Academy, Hyderabad, India (Grade "A")

### **E-Commerce Certification Course - 2001**

ZED Carrier Academy, Chandigarh, India (Grade "A")

### **Bachelor's Degree - 2000**

Punjab University, Chandigarh, India (50% Marks)

### **Intermediate- 1997**

Kendriya Vidyalaya, Picket, Hyderabad, India

### **Matriculation -1994**

Kendriya Vidyalaya, Begumpet, Hyderabad, India

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**References:** Available on request.