**Ashwani Thakur**

Email: [ashwani1980](mailto:ashwani.thakur1980@gmail.com)@hotmail.com

Contact: 09891703235,9999678621 (M), (0124) 6524523

Address: 1044, Sec-23A, Gurgaon, Haryana

**OBJECTIVE**

Senior Level positions in International Marketing/Process Analysis/Business Operations/Multilingual Business with an organization of repute

***SYNOPSIS***

* **A dynamic professional** with **over 9 years** of rich & extensive experience in International marketing, Client Management, Operations, International Tendering & managing multilingual business.
* **Presently associated with Eneroil Offshore Drilling Ltd. as International Marketing Manager, South America Operations.**
* Adept in managing multiple clients and delivering the knowledge solutions for client’s business problems processes.
* Strong multilingual background with sound understanding of Portugese and Spanish Languages.
* Significant expertise in carrying out analysis; finding gaps in processes, devising a road map for enhancing applications.

***CORE COMPETENCIES***

* Possess an analytical and reengineering mindset with high numeracy skills and demonstrated problem-solving experience in a complex, matrixed, multilingual environment.
* Initiate marketing strategies and coordinate actions to influence the market.
* Monitoring performances through scrutinizing and analyzing operational reports
* Build and maintain excellent relationships with colleagues and clients like YPF, PDVSA, Ecopetrol, Petroecuador, Petrobras Essar Oil, Halliburton, Reliance, and ONGC etc.
* Report Key Performance Indicators for the onshore business unit as a whole on a Weekly/Monthly basis
* Interacting with clients over phone with those in Latin American and European regions.
* Able to lead, innovate, implement best industry practices, motivate and work as a natural team-player across other business functions.
* Ensuring continuous interaction with the customers to make sure that area of concern can be worked upon for improved service & satisfaction levels.
* Strong collaboration, customer service/relationship management, communication and presentation (verbal and written) skills with ability to foster and maintain global relationships with internal and external stakeholders.

***EMPLOYMENT DETAILS***

**Eneroil Offshore Drilling Ltd. Nov’11 – Till Present**

I am here involved in the international tendering/marketing/business development (South America market)for the company with the different South American Oil & Gas E & P companies, I am also involved in some distributor network building, business development, supplier registration process, documentation, international bidding etc for the company are the key competencies. Focus is majorly on the South American oil giants like YPF, PDVSA, Ecopetrol, Petroecuador, Petrobras etc.

• Initiate marketing strategies and coordinate actions to influence the market.  
• Clarify goals and reach agreement maintaining the interests of all parties.  
• Proactively develops and improve products and services  
• Ability to discuss strategic and sensitive issues.  
• Understands clients' needs.  
• Build and maintain excellent relationships with colleagues and clients like YPF, PDVSA, Ecopetrol, Petroecuador, Petrobras Essar Oil, Halliburton, Reliance, and ONGC etc.  
• Set sales targets and define strategy to achieve these targets and to follow the set strategy punctually.  
• Manage the proposal development process and maintain the time-lines for the proposal teams.  
• Coordinate with sponsors concerning size, standards, conditions and timing of research.  
• Develop draft proposals based on team meetings and discussions.  
• Maintain the Business Development databases.  
• Support marketing activities, including trade/ scientific shows, mailings, etc.

**Intelenet, Okhla Nov’05 – Nov’11**

**Team Leader, Travel Operations Process(Global Hotel Implementation)**

* Chief responsibilities encompass
  + - Being SPOC for the onshore team and being part of the weekly conference calls.
    - Taking utmost care of the process reporting mechanism ie ensuring all the internal and external reports are being generated on time.
    - Assist Team in making the hotels ready for business
    - Continuous introduction of the business improvement practices
    - Liaising with the Market Managers of U.S. and Latin American regions.

- Generating crucial reports like TOM, MBR, TAT performance, etc.by efficiently using the MS Office products

* + - Translating, sending the query mails to the different clients.
    - Interacting with clients over phone in Spanish for those in Latin American and European regions.

***Highlights***

* Twice awarded the Brave Heart award (Quarterly R&R) for taking on extra responsibilities and becoming a real customer delight.
* Appreciated from time to time for efficient handling of the team work.

**Embassy of Mexico Nov’03-Nov’05**

**Secretary – Consular Section**

***Highlights***

* Translating and handling of total correspondence of the Section with the Ministries of both Mexico and India & acting as Interpreter apart from maintaining the accounting system of the Consular Section.
* Assisting the Consular Officer in interviewing the candidates.
* Granting of Visas including verification, processing necessary Visas, and legalization of documents.
* Interpreting the existing immigration legislations and laws
* Doing the verification by visiting the visa applicants’ residences
* Visiting the Mexican nationals in jail, hospital and providing the protection as per the Mexican laws
* Responsible for responding to the visa and other consular activities enquiries

**Patel Wood Products, Kutch, Gujarat.** **Jan-Feb/2003**

**Interpreter cum Business Development Executive**

***Highlights***

* Developing & Exploring the market for the Spanish company by visiting the sites
* Conducting business meetings, responding the inquiries from the potential clients on real time basis, negotiating the rates, facilitating the machine installation process by acting as an interpreter for the Indian client and local engineers

***OTHER SIGNIFICANT ASSIGNMENTS***

* Taught Spanish to under graduates in ST Stephen College, Delhi College Of Arts & Commerce & College Of Vocational Studies, DU as Guest Lecturer.
* Scripted and undertook production for several Spanish plays organized by the university & the Embassy of Spain and also performed at various places.

***ACADEMIC CREDENTIALS***

* **Pursuing MBA (Marketing)** from Symbiosis Center for Distance Learning, Pune.
* **Certificate Course in Portuguese from** Delhi University.
* **Masters in Spanish from** Delhi University in 2002-2003.
* **Advance Diploma in Spanish from** Delhi University.
* **Graduation In Arts** from Delhi University in 1999-2001