

AVANI DALAL RESUME

Address: 5000C Laguna Park,
#05-10, Marine Parade Road,
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Date of Birth: 08/01/1981

Marital Status: Married

Work Status: Permanent Resident

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PROFESSIONAL EXPERIENCE

Antwerp Business Centre, Antwerp, Belgium

From: **October 2006 – December 2006 (3 month project)**

Working as: **Project Advisor, Senior Marketing Associate**

Responsibilities:

- Designed and executed market research analysis of the Belgian market in industries such as: aluminium casting, medical devices etc.
- Devised and evaluated methods and procedures for collecting data (such as surveys, opinion polls, or questionnaires), and arrange to obtain existing data.
- Advised and managed trainees on research project methodologies and client requirements.
- Compiled summary of market research result and complied reports on shared service center conferences.
- Marketed the shared service centre concept and conducted professional presentations to prospective clients.
- Edited and designed newsletters and advertisements.
- Devised creative strategies to attract new clients.
- Dealt with clients on what their needs were for researching the market.
- Prepared reports on findings, illustrating data graphically and translated complex findings into written text.
- Complied a competitor analysis, client analysis database.

From: **September 1999 - August 2000**

Working as: **Database Inputer/Administrative & Marketing Assistant**

Responsibilities:

- Assisted in various administrative duties: including designing newsletter, maintaining client and competitor databases, client inquiries, event planning, etc.
- Complied various financial & accounting reports.
- Handled client queries.
- Answered telephones.
- Developed a filing system.

Driesassur Insurance Brokers, Antwerp, Belgium

From: **March 2004 – September 2004**

Working as: **Administrative Associate**

Responsibilities:

- Drew tailor made insurance documents for the Jewelers Block Policy.
- Worked on the Indian and Far East market for the jewelers block policy.
- Dealt with clients on follow up of policy adaptations.
- Explained the general conditions that were applicable to our client's policies.
- Helped develop the internal software, to produce standardized documents.

Jewel Trends, Mumbai, India

From: **July 2003– December 2003**

Working as: **Sales and Marketing Associate**

Responsibilities:

- Advised clients on making their tailor made jewellery, took orders.
- Handled sales and marketing of jewelry in India and Internationally.
- Followed-up on the product quality and satisfactory completion of the sale.
- Marketed the company at exhibitions and in magazines.
- Dealt with client complaints and adaptations of jewelry to meet client needs.
- Conducted market research on the target market.
- Compiled, edited, and recorded customer profiles.

Gartner Group, London, U.K.

From: **Summer Internship 2003**

Working as: **Market Researcher Internship**

Responsibilities:

- Interviewed consumers by telephone.
- The research was conducted in Dutch for the Netherlands market on the car comfort levels.
- Prepared detailed reports on supporting information on the research sample.
- Analyzed the data obtained from interviews.
- Produced market reports.

Education

Certificate / Degree	Duration
University of Nottingham, U.K. MA Marketing: Passed with a Merit (Dissertation: Passed with a Merit)	2005-2006
University of Greenwich, London, U.K. BBA (Hons) Business Administration Major: Marketing: Passed with Upper Second-Class Honours (2:1) (Dissertation: Passed with a Distinction)	2000-2003

Technical Skills

Technical Skill	Description
Packages	Microsoft Office (Word, Excel) Applications, SPSS, Internet explorer, SNAP, Sales Guider, Coral, Photoshop, Power point.
Languages	English (Fluent), Dutch (Moderate), French (Novice), Gujarati (Native) & Hindi (Fluent).
Operating System	Windows 98, 2000 and XP.
Personal skills	Hobbies: Playing badminton for the (PBA) Belgian provincial team (1994-1999), learning about appraising diamonds.

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