**Garima JAIN**

R-10, Green Park Extention ǀ New Delhi – 110 016, India ǀ +91 95 60 45 44 67 ǀ garima.jain1209@gmail.com

**INTERNATIONAL TRADE SPECIALIST**

Enthusiastic, proficient and experienced International Trade Specialist with knowledge of import and export compliance and procedures and experience of bringing international brands into target market. Possesses exceptional research writing and communication skills. Has a Bachelor’s degrees in B.Com Honors and more than two years of International Trade Specialist experience.

**PROFESSIONAL EXPERIENCE**

Project Based Assignments

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| **Company** | **Function** | **Duration** | **Activities** |
| **EPF – Graduate School of Engineering, Institut Français en Inde, Embassy of France (Delhi)** | Project Assistant | 20/01/2019 – 20/02/2019 | -Creation of a database, electronic tracking / telephone follow-up with participants of the event.-Processing guest lists for various network events.-Coordinating appointments for corporate meetings.-Recruiting and managing volunteers for the event.-Participating in student seminars at Indian universities and encouraged students for their higher studies in France. |
| **Network N+I, Institut Français en Inde, Embassy of France (Delhi)** | Project Assistant | 24/10/2018 – 23/12/2018 | -Creation of student database-Follow up with students on a regular basis to register at Network N+I for their higher studies in France.-Prepare reckoners of different French institutes for Indian students. |
| 01/11/2017 – 29/12/2017 | -Work with Indian institutes and students for Network n+i delegation visit-Creation of a database, electronic tracking / telephone follow-up with participants of the event.-Follow up with students on a regular basis.-Processing guest lists for various networking events and receptions << n + i>>. |
| **Business France, Embassy of France (Delhi)** | Project Manager | 04/01/2016 – 16/03/2016 | -Engaged in market study.-Informed French companies about opportunities to do business in Indian market.-Identified potential Indian partners and organized business meetings.-In Charge of logistics.-Recognized and appreciated as a ‘star of rendez-vous’ (organizing business meetings) |
| 13/10/2014 - 28/02/2015 |
| **Spearhead Intersearch (Delhi)** | Research Associate | 02/12/2013 – 31/01/2014 | -Conducted initial research and engaged in talent acquisition with my team. |

Long Term Experience

**Altios International**, Delhi, 1st February 2018 – 17th October 2018

*Junior Project Manager*

* Engaged in market analysis of the industry involving market research and mapping.
* Prospecting on behalf of French SMEs : contact Indian companies, represent the interest of French SMEs.
* Organization of business meetings and accompany French clients to the business meeting during their assessment stage in India.
* Involved in business development to get business from foreign institutional players.

**FranGlobal – Franchise India**, Delhi, 1st August 2016 – June 2017

*Business Analyst*

* In charge of Europe and UK territory to get business.
* Research right companies/brands who are targeting India for its India market entry and get them on board.
* Successfully got 2 French brands and 1British brand on board & convinced 1 Belgium brand to visit the Master Franchise show held in India
* Arrange business meetings with potential Indian partners/investors for Master Franchise events.
* Participating in international trade events organized by trade commissions.

**EDUCATION**

* 10+2, CBSE Board, Delhi, 2008
* Graduate in B.COM (Hons.), Delhi University, 2011
* Expert in French language (Read, speak and write), Alliance francaise de Delhi. (A1 Level, A2 Level, B1 Level, B2 Level, C1 Level), 2012
* DELF A2, DELF B1
* Advance Diploma in French, Delhi University, 2013
* International Language Testing System (IELTS) in Academic (band 7), British Council India, 2013
* Translation course, Alliance Française de Delhi, 2014

**SKILLS**

**IT** - Word, Excel, PowerPoint, Internet

**Languages** – Hindi, English, French

**PERSONAL DETAILS**

Name : Garima JAIN

Husband’s Name : Hitesh KOHLI

Date of birth : 12th September 1990 (12/09/1990)

Sex : Female

Nationality : Indian

Marital status : Married

Hobbies : Read daily journals, Research latest market trends, Dance etc.