### Mritunjay Kumar

### D-98, First Floor

### Pandav Nagar

### Delhi-110 092

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**[1976mritunjay@gmail.com](mailto:1976mritunjay@gmail.com)**

**Profile:- MANAGING OPERATIONS.**

A versatile, analytical and hardworking person with a Practical hand on approach, who always preserves to achieve the best result. Able to collect and analyze information, digest facts / figures and quickly grasp complex technical issues. Excellent problem solving skills and develop an effective solution. Ability to manage and complete work within agreed deadlines.

**Career Objective: -**

To achieve high career through a continuous learning process and keeping myself dynamic, visionary and competitive with the changing scenario of business for becoming successful management professional and also to contribute to organization.

**WORKING EXPERIENCES WITH**

1. **SHARMA ADVERTISING & MARKETING PVT LTD ( SAMPL)**
2. **SAM GLOBAL SECUIRTIES LTD**
3. **SMC COMTRADE LTD**

**Career History:**

**Worked as Business Development executive for 1 and half years with an Advertising Agency (SAMPL)**

To provide the services to existing clients and develop business from them for print media and generate new business.

Make meetings to convert the clients.

Since - **Jan- 2004 - June 2005.**

**Senior Executive for Depository operation at Sam Global Securities Ltd.Tenure:** **Jun 2005 to April 2007.**

To open depository accounts for clients.

To solve the queries of Clients related to Depository.

**Working as Asst Manager for SMC COMTRADE LTD. From April 2007 Till date.**

**Present Job profile: COMMODITY OPERATIONS**

* Selling Gold & silver to perspective bullion clients.
* Spot Purchase & sell stocks.
* Prepare the financial Details of Exchange delivery trades.
* Responsible for Exchange Commodities Pay – in & Pay out of funds .
* Preparing the MIS of day to day trade.
* Process Physical Delivery of Gold & Silver.
* Risk management operations for commodities.
* Bills verification of exchanges.

**OTHER SKILLS**:

Documentation for opening Bullion a/c

Co-ordinating with Vault & client for the physical delivery.

Govt Tender filling documentation for bullion

Marketing Selling Gold / silver with Respective clients.

**Customer Perspective (Internal/External Responsiveness)**

* Customer Relationship Management
* Ensure fast TAT (Turn around time) in all dealings with internal and external customers
* Liasoning with various departments
* Ensures proper handling of clients’ queries.
* Maintaining effective interface with other functional areas of the company.

**Internal process Perspective**

* Client and company data protection (maintaining confidentiality and integrity).
* Ensure compliance with Organization’s philosophy, procedures and reporting
* Responsible for facilitating interdepartmental flow of work.
* Ensures the preparation and maintenance of various MIS/trackers/reports.

**Innovation and Learning Perspective**

* Updated knowledge of latest market trends
* Enhancing personal ongoing development and people management.
* Ensures training (self/team) as organized by organization’s L&D division

**Team Development**

* Work with the team in terms of productivity and quality of sourcing
* Assist my subordinates and seniors as and when ever needed.

Qualification

Intermediate : Science

Graduate: B.A ( Hisotry Hons )

**MBA** (**Finance**) with the experience of 3-4 years in the similar industry type

**PERSONAL PROFILE:-**

Father’s Name : Sri Ramakant Sharma

Date of Birth **:** 18th April, 1976.

Language Known : English, Hindi

**Mritunjay Kumar**

**Place:- New Delhi**