

CURRICULUM VITAE

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Area of Specialization: - Marketing & Operations

CAREER OBJECTIVE

To achieve a challenging position in Management Profession in an organization, where I can enhance my skills & Strength in conjunction with the company's goals & Objectives.

WORK EXPERIENCE

- Previously Worked as **Manager– Sales** in “**Proventus Realty/ Madhyam Estates**”. Ghaziabad. (01.06.2018 – 31.07.2020)
 - Working on leads provided by the Builder (Both Residential & Commercial)
 - Attending calls through newspaper advertisement and SMS campaign
 - Working on CRM Platform to update the leads status
 - Discussing about the projects on calls and handling customers queries
 - Scheduling for face to face meeting on projects site
 - Attending other projects training also into which our company deals
 - Handling customers from finalization of deals to home loan process
 - Acts as a trainer for a new joiners in the company
 - Working on outdoor activities to promote the projects
 - Promotion of Projects on Facebook & What's app
 - Having experience in Team handling
- Previously Worked as **Business Trainee (Level - 3)** in “**ICICI Prudential Life Insurance Company Ltd.**”, New Delhi. (23.04.2018 – 31.05.2018)
 - Worked at Banca channel
 - Meeting with walk-in customers regarding the insurance policy
 - Discussion related to investment of surplus funds in the market for better returns
 - Solving queries related to existing policies
 - Deals in different types of policy

ACADEMIC QUALIFICATION

- Complete **Post Graduate Diploma in Management** in **Marketing & Operation** as an area of specialization from IMS Ghaziabad Approved by **AICTE/AIU in 2018**
- Completed **Bachelor of Business Administration** from IMS Ghaziabad Approved by **CCS University in 2016**

SUMMER INTERNSHIP PROGRAM

Name of the Organization: Shriram Pistons & Rings Limited

Duration: 8 weeks

Profile: Management Trainee (Logistic Department)

Key Learnings:

- o Follow up with customer and transporter to know the updates.
- o Worked on SAP software to update the details of Good Received and Invoice.
- o Tracked the consignment through third party transporters websites & updating the reports.
- o Worked on SAP software of the company for logistic details.

ACADEMIC PROJECT

Name of Organization: Big Bazaar (Future Group)

Duration: 7 Days

Profile: Management Trainee

Key Take Away: Customer Handling in Retail Industry

- o Worked in different department on daily basis (Apparels, Groceries, and Stationaries etc.)
- o Price discussion of the product with the customer (Depends upon the particular products)
- o Giving the demo of the product to the customer (Specially in Kitchen appliances)
- o Keeping the proper information about the product which we are handling

TRAINING AND CERTIFICATIONS

Name of the Company - Tata Consultancy Services

Name of the Training – TCS ion Digital Hub – Career Edge

Duration – 15 Days

Certification Id – 5-6781821-1016

Key Learnings –

- Development of Soft and Hard Skills
- Communication, Presentation and Behavioural skills to create an impact in interviewing and the workplace
- How to write effective Resume and ace group discussions and interview
- Common business etiquette, both verbal and non-verbal, followed in a corporate setting
- Fundamentals of Accountings and IT
- Concept of artificial intelligence

Name of the Company - Tata Consultancy Services

Name of the Training – TCS ion Digital Hub – Understanding Vendor Management in Supply Chain Management

Duration – 01 Day

Certification Id – 71315-6781821-1016

Key Learnings –

- Concept of Vendor Management definition, benefits and objectives
- Benefits of Strategic Vendor Management and different phases within a Vendor's life cycle
- Overview of Vendor Management life cycle

SKILLS

- Using of Microsoft Office
- Operating CRM tools
- Social Media Marketing
- Leadership Skills (Communication, Motivation Etc.)

PERSONAL DETAILS

Father's Name: Mr. Dinesh Kumar Mittal

Mother's Name: Mrs. Upasana Mittal

DOB: 5 January1995

Nationality: Indian

Sex: Male

Language Known: Hindi, English

Marital Status: Single

Hobbies: Playing Cricket & Watching Movies

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