

## **CURRICULUM VITAE**

Mani Raj Mittal

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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 January 1995

**Nationality:** Indian

**Sex:** Male

**Language Known:** Hindi, English

**Marital Status:** Single

**Hobbies:** Playing Cricket & Watching Movies

**Address:** Flat No. 256, 2 ND Floor, Block- Gaur Cascades, Raj Nagar Extension, Ghaziabad