

Nancy Monga

(Operations Assistant)

PROFESSIONAL PROFILE

I am an enthusiastic, self-motivated, reliable, and hard working person. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure. I have extensive experience in sales, both in B2B and B2C . In my previous roles, I was responsible for lead generation, building and managing client relationships, negotiating deals. Currently, I am working with the responsibilities of an Operations manager where I have been responsible for overseeing the day-to-day operations of the company. This has included , implementing process improvements to increase efficiency. My sales experience has been valuable in this role, as it has given me a strong understanding of customer needs and how to deliver a high level of service.

EXPERIENCE

2022-09 - 2023-07 - Operation Assitant

- Ability to verify bills and invoices, ensuring accuracy and proper documentation.
- managing purchasing activities, including coordinating with vendors, comparing prices and evaluating options to make informed decisions that maximize cost savings.
- Experience in generating daily reports related to funds, analyzing financial data, and presenting it in a clear and concise manner.
- Understanding marketing objectives, comparing funds with other options, and preparing reports to support marketing decisions.
- Strong analytical skills to analyze financial and operational data, identify trends, and make data-driven recommendations.
- : Ability to cultivate and maintain positive relationships with partner companies, ensuring effective communication and collaboration.
- Proficiency in compiling relevant information and creating newsletters to update partner companies on news, developments, and updates.
- Excellent organizational skills to manage multiple tasks, prioritize responsibilities, and meet deadlines effectively.
- problem solving skills to address operational challenges, propose solutions, and implement improvements.
- Excellent verbal and written communication skills , build positive relationships.
- Efficiently managing time and resources to meet daily operational responsibilities and deliver tasks within designated timelines.
- Ability to adapt to changing priorities and work effectively in a dynamic environment.

2022-05 - 2022-09 - Business Development Executive

- **Piptan Association Pvt. Ltd., Ludhiana,**
- PB Defined and integrated roles,
- responsibilities and processes for business team and data management organization.
- Collaborated with sales and marketing departments to support project rollout.
- Daily followups and aligning meetings for sales.

2021-09 - 2022-04	Business Development Executive <ul style="list-style-type: none"> • Study Sid Pvt. Ltd., Mumbai, MH • Defined responsibilities and processes for business team and data management organization. • Developed and executed strategic initiatives to implement key changes in B2C and improvements in business development and sales programs. • Identified and pursued valuable business opportunities to generate IELTS counselings and enrollments for the same.
2021-07 - 2022-04	Business Consultant <ul style="list-style-type: none"> • Pinkpearl (Coding Rig), Ludhiana, PB • Implemented process improvement to shape organizational culture in B2C, optimize procedures • for higher efficiency and help company evolve and grow. • Introduced new methods, practices and systems to reduce turnaround time. • Evaluated situations and delivered targeted • solutions using various tools and resources.

EDUCATION

2016-12 - 2019-05	Bachelor of ArtsEconomics Punjab University - Chandigarh
2020-09 - 2021-04	Diploma in Computer Application Skill Tech Institute - Ludhiana
2022-03 2022-05	IELTS training Mindway educational

SKILLS

Google Sheets
MS Excel
Sales pipeline management
Database Management
Tally Accounts
Calculating liabilities
MS Word
MS Powerpoint

CONTACT

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LANGUAGES

English
Hindi
Punjabi