

MITIKA KUMARI

36-B/88, DDA FLATS, C.R. PARK, NEW DELHI | +91-8588854866 | mitika.m@gmail.com |

Nationality-Indian

DOB: 30/04/87 | Marital Status: Married | Work Experience- 4+ Years

Academic Record

MBA (HR & Finance)	2010-12	Himachal Pradesh University, Shimla
BSc. In Hotel & Hospitality Administration	2006-09	Institute of Hotel Management, Pusa, New Delhi
Class XII	2005	DAV Senior Secondary School, Shimla
Class X	2003	Dayanand Public School, Shimla

Professional Experience

- **Delhivery Pvt Ltd (October 2016 - Present)**
 - As an Associate at Delhivery, I am handling online business of brands like ITC, HUL etc. over multiple marketplace websites.
 - Planning and managing assortment and devising promotion plans along with brands in order to leverage visibility on peak volume days during Promotion days sale.
 - Also, with the help of my team, I manage fulfilment and take care that the orders are processed within timelines and timely reports are sent to the Brands.
- **Snapdeal.com**
(Senior Executive Market Development - July 2014 - September 2015)
 - As a **Senior Executive Market Development** I was constantly working on getting new sellers on-boarded and getting their products listed on the website.
 - My responsibilities included making them understand the registration process and letting them know the terms and conditions of listing their products.
 - This profile required a lot of convincing skills and making the sellers agree on SD margins, also making them understand timely dispatch of orders for better sales prospects in terms of increased volumes to improve seller rating to achieve the same.
 - The role required me to manage a team of two subordinates who along with me were focussed towards making Snapdeal's seller platform expansive and robust.
- **Changemytyre.com, Gurgaon**
(Operations Management - January 2012 – May 2014)
 - During my tenure at Changemytyre.com, I was a part of a small yet formidable team that brought out India's first Online Tyre selling website.
 - My responsibilities included planning the assortment and making them live on the website complete with all the content & images.
 - I was also handling customer queries in order to increase the sales volumes.
- **The Grand, New Delhi**
(Management Trainee – June 2009 – December 2009)
 - As a management trainee in the food production department, I was responsible for inventory management for perishable products in the cold kitchen. I was appointed as a Chef in the Café Restaurant kitchen.

Training

- **Transtek Infoways Pvt. Ltd., Gurgaon**
(2 Months)
- **Hyatt Regency, New Delhi**
(6 Months)

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Awards & Achievements

- Won **Bronze medal** in Aahar food festival, 2008 held at Pragati Maidan, New Delhi

Skills & Abilities

- Microsoft Office Suite
- Internet Based Secondary Research

Hobbies & Interests

- Travelling
- Listening to Music
- Cooking

Declaration: I hereby declare that the above written particulars are true to the best of my knowledge.
