

Siddharth Mutha

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To work with an organization wherein I will be able to use my skills and knowledge to work across multiple cultures and inline my growth with organisation's growth.

Professional Experience

DCNPL Pvt Ltd **09/21 - Present**
Admin Executive

- Creating spreadsheets, managing databases, preparing presentations.
- Preparing and/or editing documents, such as expense reports, memos and invoices.
- Managing mail/fax communications
- Managing traditional paper and/or electronic filing systems.
- Managing corporate stock rooms.
- Performing basic bookkeeping/clerical duties.

Prabhatkiran Press Private Limited **06/18 - 08/18**
Non-Managed customer – Advertisement.

- Research and analysis of buying behavior of consumer.
- Lead generation and conversion.
- Customer service.

Mahanagar Press Private Limited **06/19 - 08/19**
Advertising Portfolio

- Prepare Daily Progress Reports in order to update the Client regarding the rates of Advertisement.
- Attending weekly and monthly coordination meetings.
- Performing clerical duties.

Education

Institute of Management Studies (DAVV) **06/20 - 05/22**
Masters Of Business Administration - 78%

- Specialization - Marketing

Medicaps University **06/17 - 06/20**
Bachelor Of Business Administration - 88%

Central Board of Secondary Education **04/16 - 03/17**
HSC(12) - 78.8%

Central Board of Secondary Education **04/14 - 04/15**
SSC(10) - 75%

Personal Profile

- Strengths - Accountable & Responsible, Diligent.
- Hobbies - Writing Poems, Travelling.
- Date of Birth - June 07, 2000.
- Father's Name - Mr. Rajesh Mutha.
- Mother's Name - Mrs.Jyoti Mutha.
- Languages known - English, Hindi.

Key Skills

- Computer knowledge: Basics of MS-Office and Tally
- Organization know how.
- Problem solving
- Teamwork
- Written communication