

# Mohit Mandloi

BUSINESS ANALYST INTERN / BUSINESS ANALYST

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[LinkedIn Profile](#)

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## SKILLS

Analytical Tools

Data analysis

Communication

Programming Languages

Problem-solving

Database Management

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## EXPERIENCE

Oct 2023 – May 2024

**Technical Recruiter, *Lancesoft Inc.***

- Client Liaison and Stakeholder Management:** Acted as a primary point of contact for clients across diverse industries, including Aerospace, Defence, Aviation, Manufacturing, IT, and Health Tech, successfully managing recruitment efforts for key clients like Raytheon Corp., Boeing Aerospace, and Lockheed Martin.
- Candidate Sourcing and Screening:** Sourced and screened over 200 candidates, utilizing ATS and Boolean search techniques, which resulted in a 30% increase in placement rates. Successfully recruited for 50+ technical and operational roles.
- Recruitment Process Optimization:** Streamlined recruitment operations by creating Microsoft Office documents, generating emails, and organizing records in Excel, improving efficiency in candidate management and communication.
- Performance and Satisfaction Improvement:** Improved candidate satisfaction by 20% through effective communication and process transparency, while fulfilling 95% of clients' job requisitions.
- Payroll and Reporting:** Managed payroll for over 100 candidates, ensuring accuracy in billing and compensation through tools like SAP and LanceSoft, while maintaining oversight of 40 active job requisitions at any given time.

Dec 2021 – Sept 2022

**Production Manager, *Tulsi Wire & Wire Nails***

- Production Operations and Process Optimization:** Managed wire drawing and nail making machines, ensuring smooth production and a 20% reduction in downtime by administering equipment calibration and implementing performance-enhancing measures.
- Team Leadership and Training:** Supervised production teams, ensuring adherence to SOPs and training 10+ new hires on machine operation and safety protocols, resulting in a secure work environment with zero safety incidents.
- Efficiency and Cost Management:** Analyzed performance metrics to execute waste reduction

initiatives, saving the company \$50,000 annually, while developing production schedules that boosted output by 25%.

4. **Marketing and Client Relations:** Increased product visibility by 30% through targeted marketing campaigns and trade exhibitions, built strong relationships with 50+ clients, and facilitated business growth by identifying new opportunities and gathering feedback for product improvements.
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## INTERNSHIP

March 2018

**Intern,** *Swaraj Techno Craft Pvt Ltd.*

1. Design and Testing Support: Assisted in the design and testing of wire drawing machines, ensuring they met performance standards and operational efficiency.
2. Mechanical Assembly and Troubleshooting: Gained hands-on experience with the mechanical assembly and troubleshooting of machinery, contributing to equipment reliability.
3. Process Improvement: Conducted process analysis to identify opportunities for enhancing production efficiency and minimizing defects, supporting continuous improvement initiatives.

Jun 2021 – Aug 2021

**Intern,** *Mangalam Enterprises*

1. Quality Control and Inspection: Conducted quality control and inspection of automotive pipes and valves, ensuring compliance with industry standards.
  2. Process Optimization: Assisted in optimizing production line processes, leading to improved efficiency and reduced operational delays.
  3. Defect Analysis and Improvement: Analyzed product defects and recommended corrective measures, enhancing overall product reliability and performance.
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## EDUCATION

Sep 2024 – Sept 2025

**Master's degree,** Business Analytics, Technological University of Shannon

Sep 2019 – Jun 2021

**Master's degree,** Production Engineering & Engineering Design, Sagar Institute of Research & Technology

Jul 2015 – Jun 2019

**Bachelor's degree,** Mechanical Engineering, Chameli Devi Group of Institution

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## CERTIFICATE

SQL

Python/R Programming Languages

Excel (Advanced)

MS Office

Excel VBA

MYSQL Database Management