

## **RESUME**

Name : Manish Waila  
Date of Birth : 27-11-1974  
Address : Flat No. 53, Sector-8, R.K.Puram  
New Delhi – 110 022.  
Mobile No. : 9818269106  
Educational Qualification : B.Com (Pass) from Delhi University  
Experience :

### **Ministry of Finance –Deptt. of Revenue**

Asst. to Director-APA (Foreign Tax Division) FT&TR-I

May, 2011 till date

The FT&TR-I is a foreign tax division of Ministry of Finance. As the name specifies it is a Foreign Tax Division involved in the Taxation of business done by the Foreign Divisions of various Indian Companies in a particular year. I am handling correspondence with foreign companies as well as with Indian companies and also coordinating meetings. Documentation for various projects with respect to the Director-APA responsibilities.

Working with Deptt. of Revenue as Asst. to Director-APA (Advance Pricing Agreement) and assisting him on day to day works. Also taking care of Office Files, Stationary etc.

### **Megatech Overseas India Ltd.**

Manager – Business Co-ordination, December, 2010 till March, 2011

The company is in the filed of supplying Textile Testing Equipment, Textile Machinery, Scientific Equipments to various Indian Companies. My duties were looking after correspondence with Foreign Textile Machine Suppliers along with co-ordination with the Indian Buyers. Also assisting MD of the Company in day to day activities such as correspondence with manufactures of the above machines, correspondence with foreign collaborators regarding supply of the requisite machine, status of dispatch & receipt of the machinery.

### **Delite Systems & Engineers (I) Pvt. Ltd.**

Manager – Business Promotion & Accounts, April, 2008 to November, 2010

The company is involved in providing services at the Indira Gandhi International Airport like Development of Terminal 2 & 3, Air Baggage System, Conveyor belt management, AC Plant Maintenance etc. My duties and responsibilities are looking after various sites Accounts & Finance including business promotion.

**Drive India Enterprises**

Manager – Admin. & Co-ordination, November, 2005 to March, 2008

The company is involved in the providing ware-house facility to various Indian companies such as Godrej, Voltas, and Whirlpool etc. in Northern India. I was looking after administration along with co-ordination between our clients & ware house for material dispatch / receipt.

**Satyam Cineplex's, Janak puri**

Duty Officer

*June, 2002 to October, 2005*

The responsibilities as Duty Officer in the Cineplex having 4 Audis were:

- ⇒ Customer grievances
- ⇒ Maintaining complete infrastructure of the Cinema Hall
- ⇒ Controlling the Manpower
- ⇒ Distribution of Responsibilities

**Channel Nine Entertainment Ltd. (1998-02)**

Manager – Distribution

The company was engaged in the business of the Production of Television Programmes, Film Distribution & Production. The company has successfully distributed films like American Desi, Insomnia, Rules-Pyaar Ka Super Hit Formula, Fun2shh..., Freaky Chakra, Agnipankh, Shaadi Ka Laddoo etc.

**Responsibilities**

- ⇒ Release plan of the film
- ⇒ Promotional Strategy
- ⇒ Signing up with the Theatres
- ⇒ Daily Collection Reports
- ⇒ Dealing with Customs for Foreign Films.
- ⇒ Print & Publicity Material dispatch to theatres.
- ⇒ Taking care about expenses part and sending business statements to the producers.
- ⇒ Clearances of the film from the Censor Board.
- ⇒ Co-ordination with various parties during the production of any feature film / television series,

**WorldCom Multimedia Ltd. (1995-1998)****Asst. Manager – Operations**

The Company was into the business of Production of Television Series, Marketing of various Programmes on Satellite & Terrestrial Channels along with marketing of various inflight magazines and organizing the Sports & Entertainment Events. The Company has successfully marketed programmes like Eno Show Them, Gaane Ke Bahane, Churcha Mein & inflight magazines for ModiLuft, NPEC & Damania Airways.

**Responsibilities**

- ⇒ Coordination with Sponsors of the Programmes for their TV Ad Campaign.
- ⇒ Sending the Direct Mailers to Sponsors.
- ⇒ Coordination with Doordarshan for Telecast Tapes
- ⇒ Co-ordination for printing material for magazines.
- ⇒ Assisting the Director of the Company's in various day to day activities.
- ⇒ Preparing Database of various Ad Agencies / Advertisers.
- ⇒ During any Event, the co-ordination for venue, publicity material, food & beverage etc.

**Asian Media Advertising (1993-95)****Asst. Manager – Administration**

The company was the subsidiary of the Entertainment Channel Asia Television Network.

**Responsibilities**

- ⇒ Sending the mailers about various programmes to the Sponsors / Ad Agencies.
- ⇒ Co-ordination for sending the Ad material to the Bombay Office for telecast on Channel.
- ⇒ Maintaining the telecast reports of the various advertisements.

**Good Impressions (1992-93)****DTP Operator**

- ⇒ The company was in the panel of NTPC and POWERGRID and engaged in the business of screen printing, offset printing, binding etc. My responsibilities were to format/page-setting of the documents as required and send it for offset printing & binding.

**I would like to add here that I have a good speed of 90 wpm minute with good command over English allows to me to complete the given assignment on time and accurately.**

**(Manish Waila )**