

## Resume

### **D.D. Mittal**

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### **Educational Qualifications**

B.E. (Elect.-72-77) 70% Regional Engineering College/NIT , Kurukshetra , Haryana

Merit List Scholarship was awarded during Engineering

M. B. A. (Marketing-77-79) 65% Department of Management

Kurukshetra University , Kurukshetra

P .G. Scholarship was awarded during MBA.

### **Carrier Objective**

30 years for the corporate experience learned various aspect of the same.

Now want to serve the same with acquired experience & knowledge.

### **Summary of Skills & Experience**

Experience of multi- products in different companies and places

Guiding, convincing, and converting the clients in company's interest.

Conducting seminars ,conferences & incentive tours for the development & motivation for customers/dealers/agents.

### **Work Experience**

#### **M/s Fab Floorings India, Delhi (2<sup>nd</sup> July 18-till date) Working as General Manager Operations**

Co's Profile: Manufacturer of Rubber Tiles & Rolls looking after complete Operations of the Company i.e. manufacturing ,sales, quality,finance & Accounts,HR,Maintenance, export,MIS , Projects and all related functions

**Installed new factory of rubber rolls independently for Fab Floorings**

#### **Responsibilities**

Taking care of all the Plant Activities and

Making sales plan/monitoring/achievement of the same and

Credit control-value-wise /period-wise and

Analysis of competitors /Prices/leaflets etc . and

Other misc. Activities of admin. & H/R cost control. complaints redressal ,Audits etc

#### **M/s Aarti Steel Ltd.,Nigeria Sept16 –Dec17 Worked as General Manager**

Cos Profile: Manufacturing of CR steel ,GI & PPGI roofing sheets and GI pipes

#### **Responsibilities**

Taking care of all the Plant Activities and

Making sales plan/monitoring/achievement of the same and

Credit control-value-wise /period-wise and

Analysis of competitors /Prices/leaflets etc . and

Other misc. Activities of admin. & H/R cost control. complaints redressal ,Audits etc

#### **M/s Tower Roofing Systems Ltd., NIGERA 2013(Jan) - 2016(May)Worked as GENERAL MANAGER**

Cos Profile: Dealing into building products and was set up 2005, to cater to the requirement of the construction industry.

#### **Responsibilities**

Taking care of all the Plant Activities and

Making sales plan/monitoring/achievement of the same and

Credit control-value-wise /period-wise and  
Analysis of competitors /Prices/leaflets etc . and  
Other misc. Activities of admin. & H/R cost control. complaints redressal ,Audits etc.

#### **Corporate Responsibilities**

Attending Board meeting /AGM, CAC , development & investment opportunities etc.

#### **M/s Borno Aluminium Co Ltd., NIGERA 2008-2012(Dec)**

**Cos Profile:** Dealing in Building Products and catering to the requirement of the construction industry of NE- Nigeria

#### **Responsibilities**

##### **Worked as General Managere Operations**

Taking care of all activities of plant and other company related activities  
Making sales plan/monitoring/achievement of the same and  
Credit control, Competitors Analysis and taking action to meet it on all fronts and  
Liaison with govt. Officials, banks and others  
Other misc. Activities of Admin., cost control, staff development and welfare etc.

#### **Achievement**

Awarded the **biggest roofing project of Nigeria** of 1000 housing units of N740 Million

#### **M/s Queensway Aluminium co. Ltd., NIGERA 2005(Nov)- 2007(Dec)**

**Cos Profile:** Dealing into building products and was set up way back in 1977 to cater to the requirement of the construction industry.

#### **Responsibilities: Worked as Operations Manager**

Taking care of all the Plant Activities and  
Making sales plan/monitoring/achievement of the same and  
Credit control-value-wise /period-wise and  
Analysis of competitors /Prices/leaflets etc andS  
Other misc. Activities of admin. & H/R cost control complaints redressal  
Audits, staff club etc.

#### **M/s Atlas Cycles (H) Ltd. 1996-2006(Oct)**

**Co`s Profile:** One of the leading co. of northern India with a strong Brand image having Sales turnover of Rs. 400 crores & approximately 2000 strong dealers force all over India.

#### **Responsibilities: Worked as G. M. (Sales)**

Making plan for Sales targets/monitoring/& achievement of the same.  
Covering the entire market on regular intervals to have first hand information.  
Meeting the requirements of the markets/dealers/others.  
Collection of payments & C/D forms as per the regulations.  
Analysis of competitors activity.  
Other misc. activities of admn. & H/R cost control complaints redressal  
audits staff club etc.  
Reporting to Jt. President of the company.

#### **Achievements:**

Developed Assam & N.E. states under special assignment.

Reduction in customer complaint response time.  
Worked for ISO certification.

#### **M/s Finolex Cables Ltd.-Pune(1995-96)**

**Co's Profile:** Multi product/ location company with strong brand image & sales turnover of Rs. 800 Crores. Making all type of cables and largest consumers of copper in India in private Sector.

#### **Responsibilities Worked as Sr Sales Manager**

Making sales plan/monitoring/achievement of the same.  
Credit control-value-wise /period-wise.  
Analysis of competitors /Prices/leaflets etc.  
Monitoring of clients profile every year.  
Organising seminars for –Architects/ contractors/ Builders / etc.  
Presentations to various certifying authorities.  
Reporting to V.P. Marketing.

#### **Achievement s**

Collected one of the biggest order of house wiring in Pune. (1200 housing units)  
Collected one of the prestigious order of Singapore Technology Park.

#### **M/s Jyoti Ltd. Baroda (1992-95)**

**Co's Profile:** One of the biggest Pump & H.T. circuit-breaker manufacturing co. having Sales Turnover Rs.100 Crores. Branches in the metros and having best R.D.

#### **Responsibilities Worked as Sales Manager**

Special assignment to sell medium range of L.T. motors.  
Developed O.E.M. 's like Mather & Platt, Johnsons Pumps, KBL ,Kishore Pumps etc.  
Developed dealers all over India.  
Tender preparation/submission/attending & analysis of the same.  
Reporting to G.M.(Sales).

#### **Achievements**

Procured most prestigious order of the Egypt along with KBL against the strong competition With KSB of Pakistan.  
Conducted seminar on Energy Efficient Motors ONGC- Dehradun.  
Conducted seminar for various product for Reliance Group.  
Conducted seminar for EIL.  
Active participation in IEEMA.

#### **M/s Fenner India Ltd. (1989-92)**

**Co's Profile:** One of British MNC largest manufacturers of V-Belts Pulleys Oil Seals Material Handling Systems etc. having sales turnover Rs. 250 Crores

**Responsibilities Worked as Branch Manager**

To fix the sales targets/ monitoring & achievement of the the same.

Collection of payments & other formalities.

Regular liaison with Railways for submission of tenders and supply collection of payment etc.

Administration of branch.

Development of markets /Dealers/OEM's & institutional sales.

**Achievements**

Developed new dealers on the outskirts of Delhi which made the product available at user end..

Steady growth of the sales of the Branch.

Timely redressal of complaints.

**M/s Kirloskar Electric (1986-89)**

**Co's Profile:** An Indian multinational Multi Product/ Multi Location company manufacturing electrical products like ac/dc motors related to all applications, Transformer s welding equipments/systems etc. having sales turnover Rs.500 Crores.

**Responsibilities Worked as Branch Manager**

Preparing sales plan/monitoring & achievement of the same.

Collection of payments and other Sales Tax doc.

Development of Dealers OEM's OEA's.

Submission of tenders/execution of the same.

Administration of Branch.

Conducting seminar for OEM's OEA's & dealers. Reporting to GM

**Achievements**

Started the new Branch of Ludhiana.

Increased the sales three fold.

I was the youngest Branch Manager.

Branch was operating on minimum expenses.

**M/s Geep Marketing (P) Ltd. (1984-86)**

**Co's profile:** A Shervani Group co. leading manufacturers of Torches & cells enjoying strong brand image all over in India along with other items having sales turnover of Rs 150crore

**Responsibilities Worked as Area Manager.**

Sales planning and monitoring the achievement of the same.

Branch administration.

Development of dealers network & institutional sales.

Training to sales staff.

**Achievements**

Started the new branch.

Developed dealers in the remote area of Rajasthan.

Increased the sales by one & half times.

**M/s Bakelite Hylam Ltd.(1979-84)**

**Co's Profile:** One of the British MNC under British Petroleum Ltd. London having products based on Phenolic resins & Polyester resins ,Sales Turnover was Rs100 Crores

**Responsibilities Worked as Technical Sales Officer**

To replace the conventional products with new developments.

Maintaining the sale of the exiting products.

Developments of dealers/ OEM;s & industrial customers .

Conducting trials with end users. Attending complaints and resolving the same

**Achievements**

Successfully introduced a product called Dough Moulding Compound.

Increased the sales of insulating varnishes against the stiff competition from major competitor

Dr. Beck. Increased the sales of the decorative Laminates.

**Personal Information:**

Father' Name: Late Dr. H. C. Mittal ( HES-I)

Date of Birth: 02.05.55

Marital Status: Married

**D. D. Mittal**