

**MIMOH SHRIVASTAVA**  
Email: minohs1984@gmail.com  
Mob: +91-9910888750,

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## PROFILE SUMMARY

Highly energetic and dependable Business to Business Sales representative with a superb customer service and sales record. Adept at working well independently with little to no supervision or as part of a sales team. Available for interstate travel to complete customer service tasks as required

### Key Competencies:

**B2B Sales & Marketing † Business Development † Strong Sales Experience † Excellent ability to meet monthly sales goals † Superior knowledge of market and customer dynamics**

## CAREER OBJECTIVE

Aspire to seek challenging roles in Marketing/Sales & Marketing with a growth oriented organization of repute.

## CORPORATE EXPOSURE

**Alpex Solar Pvt. Ltd**  
**Asst. Manager – Sales & Marketing**

**Nov. 2016 – Till date**

Founded in 1997, Alpex Solar Pvt. Ltd. is a multi-location and multi-business enterprise with diverse business activities consisting of

- **Solar Panel Manufacturing**
- International Trading

Headquartered in New Delhi, India; the state of the art offices are located in Jaipur, Ludhiana, Mumbai, Noida, Patna, Tirupur, Seoul, Sydney.

### Job Responsibilities:

- Selling of Solar PV Modules to system integrators, EPC contractors, developers, channel partners, Industries and Commercial Establishment
- Responsible for identified new solar contractors and EPC company for long-term revenue growth and promote company's products through them.
- Planning & Execution – Business Forecasting for the Region, Sales, Collections, business planning and analysis for assessment of revenue potential in business opportunities.
- Representing my organization at trade exhibition, events and demonstration like REI.
- Presentation & relationship building with clients including Distributors, EPC's & Project developers
- Traveled to customer business locations to answer queries and resolve issues.

**Job Responsibilities:**

- **Recruitment:** - Sourcing candidates for various positions across all levels. Joining and Exit formalities.
- **Admin Policies:** Asset Management, Courier Operations, Handing and taking over of the premise, Infrastructure Management, Key Management, Miscellaneous Facilities management, Procurement and billing process management, Security Management, Stationery Management, Telephone Management, Travel Management, Visitor Management, CCTV Policy, EHS Policy.
- **Budget & Cost Control:** Responsible for controlling the capital and expense budget expenditures for Admin, Facility and Procurement and other expenses including all major capital improvement projects.
- **Procurement – IT & Non IT:** Responsible for procuring company's assets from different sources i.e. vendors etc. to ensure smooth functioning.
- **Audit & Asset Management:** Responsible for purchasing, disposal, using, keeping and monitoring office assets.
- **Printing & Stationary Management:** Manage printing & stationary needs of branch and offices across. Develop mechanism to understand and document the needs, identify vendors, negotiate prices, make quality checks, and thereby ensure proper stock is made available to the concerned stake holders on time.
- **Vendor Management:** Responsible for conducting vendor scorecards reviews, negotiation business reviews, vendor performance and agreement adherence, working with internal relationship owners and enhancing the Vendor Management program overall.
- **Travel Management:** To provide cost effective, comfortable travel solution to the employees and responsible for negotiation with all travel vendors, day-today operation of the corporate travel program, bookings, preparing comparative sheet for all the bookings
- **Security Management:** To analyze security risk of branches, place guards/ gun man for physical security, ensure smooth implementation of security policy in line and local threat perception.
- **AMC:** AMC of equipments including EPBAX, Photocopier, Landline, UPS, Fire panel and access control system. Responsible for annual maintenance contracts with vendors.
- **Payroll** (Attendance, Leaves, Salary)
- ✓ **Facilities** - Space planning & allocation to Business as per the business ramp-up plans. Coordinating and arranging third party services of maintenance contractors, suppliers, and vendors. Housekeeping Staff Management, Pantry & Cafeteria Management. Fire Alarm system, CCTV and Building Management Services.
- **Insurance** (Annual Turn Over, Factories, Properties, Health Insurance, Motor Insurance for company vehicles)
- Responsible for check and sign Bills of tour reimbursement, purchase, general expenses etc.

## EDUCATION

**We School, Mumbai** 2017  
**MBA**

**S.V.I.T.M GWALIOR** 2009  
B-tech (E&C)  
I.A.S.E DEEMED University

**CITY CENTRAL SCHOOL**  
12<sup>th</sup>  
M.P. Board

**CHAUDHARY CENTRAL SCHOOL**  
10<sup>th</sup>  
M.P. Board

## PERSONAL INFORMATION

**Father's name** : **SH. J.N. Shrivastava**  
**Date of Birth** : 23 may 1984  
**Marital Status** : Married  
**Address** : **New Delhi**

**Date.....**

**Place.....**

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