**MAYANK SHARMA**

**Email:** **Mayank.sharma18@hotmail.com**

**Contact No: 8107949267**

**Career objective:**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals. And To work as a part of dynamic team in a reputable firm where hard work & sincerity are appreciated.

**Qualifications:**

* **Master of Business Administration** **(MBA)**

Stream of Human Resource & Marketing in (Arybhata group of college) | Ajmer |2018 – 2019 | Rajasthan Technical University (RTU)

* **Bachelor of Business Administration (BBA)**

(Arybhata group of college) | Ajmer | 65% | 2013 – 2015 | Maharshi Dayanand Saraswati University (MDS)

* **Senior Secondary (Accounts)**

Blossom sr. sec. School | Ajmer, Rajasthan | 57% | 2012 Rajasthan Board of Secondary Education, Rajasthan

* **Secondary**

Adarsh Vidhya Niketan Secondary School | Ajmer, Rajasthan| 52.2% | 2010 Rajasthan Board of Secondary Education, Rajasthan

**Achievements:**

* Received best performer of The Year & Best product Seller.

**Strength Areas:**

* Positive Thinking and self-Confidence helps to work in stressful conditions.
* Flexible and versatile to adapt to any new environment and work accordingly.
* Works well independently or as a part of a team, quick-learner, able to meet deadlines.

**Technical exposure:**

* Human Resources Information Systems (HRIS)
* Busy software
* Tally ERP Accounting Software
* Microsoft Word, Microsoft PowerPoint, Microsoft Excel
* Computer Literacy
* Compensation & Benefits
* Web Chat
* Internet
* E-commerce

**Interpersonal Skills:**

* Team Management
* Presentation Skills
* Public Speaking
* Self-motivation
* Positive attitude
* Hardworking with ability to think analytically and find creative solutions.
* Ability to work in a team as well as cross teams.

**Professional Experience**

**Tenneco automotive company (Rewari) September 2015 to April 2016**

**Dispatch department**

**Responsibilities:**

* Management, preparing daily DI Bills.
* Managing Aftermarket Sell &Purchase.
* Monitor staff performance and attendance activities.
* Maintain a database of candidates & Aftermarket Maintain overtime
* Coordinates joining arrangements for new employees, as per new joiner checklist, Q
* Establishes a relationship with allocated departments and provides ongoing support and Advice to the Managers and staff in these departments.
* Encourages communication at all levels.
* Maintains monthly staff & rotational shift

**Key Tools**: Contract Recruitment, Computer Literacy, Compensation & Benefits, Presentation Skills, Following Up, Team Work, Management

**Shri Rajasthan Sweets and Namkin (Rajasthan) June 2016 to June 2020**

**Outlet Manager**

**CTC: 3 LPA**

**Responsibilities:**

* Generating the daily Sale & purchase in Busy Software.
* Front Office & Back office.
* Customer satisfaction & Full fill Need and Demand.
* Good Communication skills & behavior with Costumer, timely deliverables and accuracy.
* Good knowledge of product Sweet’s And Namkin.
* Process control and Staff Management, Employee, Sale purchase.
* Manage daily cash achieve product excellence sell
* Expertise in managing activities of Process, Audits, Quality activities.
* Expertise in managing activities encompassing in-process Busy the Raw materials and proficiency in coordinating with the suppliers, enhancing their process operations; thereby achieving the required quality level in the supplies to achieve desired finish product quality.
* Restaurant Manager and preparing sell and purchase daily sheet
* Maintain a good Quality of sweets, Namkim, Bakery and food & fast-food Management Including Build a good taste. Preparing Monthly Employees salary.
* Maintain a Monthly Account and tax CGST, SGST.
* An enterprising leader with strong analytical, problem solving, rational skills.
* Top managerial skills entail project management, relationship management and team leadership abilities.

**Key Tools**: Using Busy Software to Reporting

**K. Chaturbhuj Oils August 2020 to March 2022**

**Sales Manager**

**Responsibilities:**

* Managing Product Sales in Rajasthan State.
* Managing Aftermarket Sell & Purchase. .
* Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories, and projecting expected sales volume and profit for existing and ne product.
* Implements sales programs & developing field sales action plans.
* Build and promote strong, long lasting customer relationship by partnering with them and understanding their needs

**Key Tools**: Contract Recruitment, Computer Literacy, Compensation & Benefits, Presentation Skills, Following Up, Team Work, Management

**Nestle India Limited March 2022 to till date**

**Pilot Sales Manager**

**Responsibilities:**

**.** Managing Product sales

**.** Managing aftermarket sell and purvhase

**Key Tools:** computer literacy, Team work, Management, Compensation & Benefits Presentation skill

**Personal Details:**

**Father’s Name:** Mr. Vishnu Kumar Sharma

**Mother’s Name:** Mrs. Seema Sharma

**DOB:** 18-May-1994

**Marital Status:** Single

**Permanent Add. :** House No. 4 Ch 26, Janta Colony, Vaishali Nagar, Ajmer Rajasthan 305001

**Declaration:**

I hereby declare that the above information is true to best of my knowledge.

Place......................

Mayank Sharma

Date……………………..