

MAYANK SHARMA

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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 purchase

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.....