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**ABOUT ME**

An adaptable and responsible graduate seeking an entry-level position in Operations & Logistics which will utilize the organizational and communication skills developed through my involvement with Pfizer Logistics and promotional work during vacations.

During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organized and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in Operations, Customer Service & Marketing.

**EDUCATION**

**2014‐2016 Amity University,**

MBA – Transport & Logistic.

**2010‐2013 INVERTIS University,**

Bachelor of Business Administration

Specialization in marketing and finance.

**ACADEMIC PROJECTS**

* Undertook a project on Trade relation of India with UAE
* Have done a primary data collection for research projects through survey and questionnaire in business centers.

**PROFESSIONALEXPERIENCE**

**May 2013- Sobti Constructions Pvt. Ltd., (India)**

**July 2014 Marketing and Sales Executive.**

* Formulate and implement a market oriented activity plan by leading all outdoor sales activities with new and existing businesses with the aim of achieving set revenue targets at the lowest possible cost
* Create client database and build long term relationship with customers and organizations
* Perform daily marketing intelligence analysis using inside company Information Management Tools
* Arranging Client Demonstration of product
* Representing organization at trade exhibitions and events
* Research on the competitors in the market
* Protect existing business and constantly exploit new opportunities

**April 2015 - Pfizer Logistics**

**June 2015 Intern- Supply Chain Operations**

* To help/assist the customer executives in their processing
* Creating customer data base files
* Completing the documentation work needed to send the order
* Documentation for Insurance of the goods.
* To make all the documents needed by the customs.
* Helping the supply chain team in their processing.
* Preparing invoices.
* Assist Operations management with monthly reports.
* Support operations team with research on upcoming and potential projects.
* Assist executive office, project managers and marketing team with various project related tasks

**PERSONAL DETAILS**

**Nationality:** Indian

**Date of Birth:** 3.Jul.1992

**LANGUAGES**

**English**: fluent

**Hindi**: Fluent

**CORE SKILLS**

-Strong communication skills

-IT Skills: MS Office.

-Analytical and Reasoning Skill

-Team work and Time Management

**ADDITIONAL AND EXTRACURRICULAR ACHIEVEMENTS**

-Coordinated many cultural events in my school and college.

-Organized sales promotional events like canopy promotion, personal PR with the clients for my company.

-Volunteered in Duplays event in Abu Dhabi.

-Volunteered for Dolphin Creative Events.

-Have volunteered for STREET FESTIVAL.

-Have Volunteered for GLOBAL VILLAGE performers & coordinating the events time to time.

**SPORTS/ HOBBIES**

-Played district level basketball

-Travelling

**1-Feb-2016- Godrej**

**20-Feb-2016 Marketing Research Analyst.**

* Involved in data analysis, proposal writing and questionnaire design.
* Carrying out surveys to various stores, individuals and private companies.
* To get the questionnaires filled by the customers and to know their perception about the product.
* Face to Face interaction with the customers for getting the questionnaires filled.
* Involved in working closely with clients and keeping hands-on with the projects.
* Compiling information from a wide variety of sources and then interpreting and presenting this.
* Accurately monitoring, investigating and analyzing all statistical information.
* Professionally presenting information, reports and recommendations to a variety of audiences, taking their opinion & get the relevant information in the questionnaire.
* Accurately record information on questionnaire followed by computer databases.
* Collating and analyzing quality statistical data.
* Working at flexible timing without any time limits.