

MAYANK CHAUDHARY

9568790274
mayankch2112000@gmail.com

OBJECTIVE

To Associate With Vibrant Organization
And Put My Competencies To The Best
Use, To Add Value To The Organization
And Contrributes To My Overall Growth.

SKILLS

- Communication and interpersonal skills
- Performance Optimization
- Strong organizational and time management skills
- Detail-oriented and able to handle multiple task simultaneously
- Team Management and decision making skills

TECHNICAL PROFICIENCIES

- Basic level knowledge of MS Excel
- MS Word
- MS PowerPoint

LANGUAGE

- English
- Hindi

INTERNSHIP EXPERIENCE

24 August 2023 **Kanwar Enterprise Pvt. Limited, Noida**
- 24 October 2023

My job responsibilities include analyzing business processes, identifying areas for improvement, and developing strategies to enhance efficiency and productivity. I collaborate with stakeholders to gather requirements, create detailed reports, and present findings to management. I conduct market research, perform financial analysis, and assist in the implementation of new systems and technologies to support business goals.

Led a cross-functional team to streamline inventory management processes, reducing costs by 10%

Identified cost-saving opportunities through vendor negotiations, resulting in a 12% decrease in expenses

Improved customer satisfaction by 25% through the implementation of a new customer feedback system

Collaborated with IT department to automate manual processes, saving 15 hours of work per week

EDUCATION

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| 2016 | Saint Momina School, Bulandshahr 10th 83.6 |
| 2018 | khalsa Mont. Sen. secondary school, Bulandshahr 12th 61 |
| 2022 | IP (PG) COLLEGE, Campus 2 ,Bulandshahr BBA 62.13 |
| 2022-2024 | GL Bajaj Institute of technology and management, Greater Noida MBA (Business Analyst) 66.2 |

CERTIFICATIONS

- Internship Certificate
- R programming language