

MAYANK CHAUDHARY

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OBJECTIVE

To Associate With Vibrant Organization
And Put My Competencies To The Best
Use, To Add Value To The Organization
And Contributes 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 2023Kanwar 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

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