

# Mukesh Kumar Gautam

LinkedIn: [linkedin.com/in/mukeshgautamo5](https://linkedin.com/in/mukeshgautamo5)

Email: [gautammukesh2001@gmail.com](mailto:gautammukesh2001@gmail.com)

Mobile: +91-6307497020



## SKILLS SUMMARY

- **Technical Skill:** Microsoft Excel, Microsoft Word and Microsoft PowerPoint
- **Tools/Platforms:** Power BI, Tableau, SPSS, Watson Studio, Canva, SAP and Deloitte (Bolton)
- **Soft Skills:** Team Work, Communication, Project Management, Leadership and Adaptability

## WORK EXPERIENCE

### Lesso Build Tech Pvt Ltd. | Gurugram

October 2024- July 2025

Assistant Manager

- **Led backend operations**, ensuring seamless coordination of client requirements and supervising a team of **3 members**.
- Handled **40-50** enterprise clients monthly, providing **tailored support** aligned to their internal operations, achieving **90%+ satisfaction**.
- Demonstrated **strong communication and interpersonal skills** in managing vendor and client interactions, resolving concerns efficiently, and ensuring timely **follow-ups**.
- Proficient in **SAP** for inventory management and **Deloitte's Bolton system** for generating and managing **customer invoices**.
- Maintained data across five states – Maharashtra, Uttarakhand, Rajasthan, Uttar Pradesh, and West Bengal – while overseeing key client accounts in Karnataka and oversaw **KYC, CRF**, and onboarding documentation for key accounts.
- Collaborated **cross-functionally** with logistics, finance, and sales for **timely delivery**, process consistency, and **client success**.
- Conducted pricing and **competitor analysis** to support **business development** and decision-making.

## INTERNSHIP

### MOZO HUNT PVT. LTD.

June 2024 – July 2025

Finance & Marketing Intern

- Analyzed financial performance metrics and contributed to **budgeting and forecasting** processes, improving **financial decision-making** and operational efficiency.
- Conducted market research to identify target audiences, emerging trends, and competitive analysis, aiding in **strategic planning and campaign execution**.
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## EDUCATION

### Lovely Professional University

Phagwara, Punjab  
July 2025

Master of Business Administration – Financial Consulting & Marketing: CGPA- 7.47

### Mahatma Gandhi Kashi Vidyapith University

Varanasi, Uttar Pradesh  
September 2020

Bachelor of Arts – Sociology & English

Graduation; CGPA: 6.02

## PROJECT

### Dabur India Limited | Ludhiana

August 2024

- Understood customer needs and recommended **tailored solutions** to enhance satisfaction
- Managed **inventory** using the **FIFO/LIFO/FEFO** method, ensuring efficient product handling
- **Monitored demand** and communicated with management to maintain **optimal stock levels**
- Strengthened financial acumen by integrating inventory efficiency with **profitability metrics**

### Modeling for Merger and Acquisition: Tata Motors and Jaguar Land Rover

March 2024

- Understood the complexities involved in mergers and acquisitions: **financial modeling**, valuation, post-merger integration analysis, and using industry average multiples for valuation
- Conducted post-merger analysis on synergies, comparing actual synergies to projections
- Developed a deep understanding of the financial, strategic, and operational dynamics of **M&A**

### Affiliate marketing | August Bioscience | Lovely Professional University

September 2023

- Worked for an organization to generate sales in the stipulated period and developed negotiation skills with the customers
- Generated revenue of **Rs 1350** by **selling 12** products by customer needs of a total worth of **Rs 7549**

## CERTIFICATIONS

### Management of Field Sales by NPTEL

February 2024

### Operations Management by LinkedIn Learning

December 2023

### Corporate Finance Foundations by LinkedIn Learning

September 2023

### Advance Excel, Tableau by LPU Professional Enhancement.

September 2023