

CURRICULUM VITAE

Mondeep Singh Mann

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CAREER OBJECTIVES

To have a successful career in the domain of Administration, Marketing & Business Development in professionally run organizations, which allow me to develop & refine my professional skills & self-esteem by achieving organizational objectives.

EDUCATIONAL QUALIFICATION

- **Graduation** from Delhi University in 2004
- **Class 12th** from CBSE Delhi in 2001
- **Class 10th** from CBSE Delhi in 1998

PROFESSIONAL SKILLS

- Provide result oriented approach
- Methodological & Systematic approach
- Strong communication skills

COMPUTER SKILLS

- Well versed in Microsoft Office applications including Excel, Word and Power Point
- Good working knowledge of Internet accessibility and Windows operating systems

WORK EXPERIENCE

JULY 2017 till date working with STJ Electronics Pvt Ltd as Sales Coordinator

RESPONSIBILITIES

Taking requirements from the clients and sending quotations

Processing the Purchase Orders

Maintaining and developing working relationship with other sales persons

Preparation of letters and data entry of the Sales Group

Keeping track of outstanding

Checking and responding to emails as the point of contact to customers

Sales enquiries to help sales groups to get payments and orders

Maintain statistics of sales divisions

Working with and updating data on the ERP system

Helping branches reach the targets with the help of effective coordination

Proactively contribute to team assignments

- **JULY 2016 – JULY 2017 Worked with Enershell Alloys & Steel Pvt Ltd as Office Coordinator**

RESPONSIBILITIES

Handling petty cash
Travel ticket & accommodation of employees
Handling mobile & landline bill payments
General office maintenance
General welfare of the employees & workers
Coordination with the workers & employees
Supporting the Marketing Manager in day to day marketing activities
Supporting the Marketing Manager in overseeing the department's operations
Any other task given by the seniors

- **2013 – 2016: worked with GPL Exports Ltd as Office Coordinator**

RESPONSIBILITIES

Proper maintenance & operations of particular client in terms of Stationery, Dispatch & Pantry
Ensuring proper manning at site with proper uniforms, grooming & good manners
Handling mobile & landline bill payments
Ensuring availabilities of uniforms, tools & equipments required at site
Making surprise visits at the site to avoid complains & misbehaviour
Ensuring zero issues in the housekeeping & maintenance of the office & factory premises
Coordination with all Staff Members
Daily reporting to HR & Admin Head
Supporting the Marketing Department in day to day marketing activities
Any other task given by the seniors

- **PREVIOUS PROFILES**

- Worked as **Relationship Manager** in **PNB MetLife** from 2012 to 2013

RESPONSIBILITIES

Looking after 6 branches of PNB in Delhi
Getting life insurance business generated through the staff & customers of PNB
Setting up meetings with high profile clients
Following up with the customers for improvement in services

- Worked as **Business Development Manager** in **HDFC Standard** from 2008 to 2012

RESPONSIBILITIES

Working with the internal team, marketing staff & trainers to increase sales opportunities and maximize revenue for the organization Having regular follow up meeting with the clients

STRENGTHS

- Positive attitude
- Good inter-personal skills
- Adaptable
- Good planner

INTERESTS AND HOBBIES

- Travelling and exploring new places
- Listening to music

PERSONAL DETAILS

NAME: Mondeep Singh Mann

DOB: 25 January 1982

PERMANENT ADDRESS: 73 Jyoti Appt Sec 14 Ext Rohini Delhi 110085

MARITAL STATUS: Married

NATIONALITY: Indian

LANGUAGES KNOWN: English, Hindi and Punjabi

MONDEEP SINGH MANN