

# CURRICULAM VITAE

## Manish Gautam

### Contact Number

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### Present Address

Flat No.- FF-01, Radha Krishna  
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### Permanent Address

3/34 Kharadian street Chhachhrauli  
(.distt) Yamuna Nagar,  
Haryana  
India

### E-mail:

mgformula14@gmail.com

### Personal Data

- Date of Birth: Aug.14.1987
- Sex: Male
- Nationality: Indian
- Marital Status: Married
- Father Name: Chander Gautam
- Languages: English, Hindi.

### Hobbies

- Listening to music
- Watching reality shows
- Communicating with others

### Strengths

- Hard working
- Punctuality
- Cool Temperament
- Responsible
- Positive attitude

### Skills

- Good logical & Analytical skills
- Ability to deal with people diplomatically
- Well organized and Responsible
- Excellent verbal & written communication skills
- Team Leadership
- Office Management
- Budgeting and Financial Management
- Process Optimization
- Project Management

## Objective

- .To be in an environment where constant challenges & creativity are the essence of working, my education, interests & skills are utilized in an optimum way in the field of marketing, relationships & leaderships to enhance Organization's success and my own personal growth.

## Education

- B.COM. from Kurukshetra University, (2009)
- 10+2 from Board of School Education, Haryana Bhiwani (2006)
- 10th from Board of School Education, Haryana Bhiwani (2004)

## Experience

- Total work experience of 15 years in Stock market (Sales) & Transport Co. (Finance Management, Billing, Admin Dept. etc.)

## Current Employer

- Organization Adarsh Transport Corp. (Ghaziabad)
- Tenure Working from Feb 2023 to Till date
- Post Administrative & Finance Manager

## Previous Employer

- Organization Shri Balaji Trailer Transport Services (Ghaziabad)
- Tenure Working from Jun 2016 to Jan 2023
- Post Administrative & Finance Manager

## Previous Employer

- Organization Networth Stock Broking Ltd. (Vaishali Branch)
- Tenure Working from Jul 2013 to till May 2016
- Post Sales Manager

## Previous Employer

- Organization Sharekhan ltd. (Ghaziabad Branch)
- Tenure Working from August 2009 to June 2013
- Post Relationship Manager

## Computer Proficiency

- Working knowledge in operating systems like: Windows 10/11 etc, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Fundamental knowledge and ability to use the tool for standard tasks

## **CURRICULAM VITAE**

### ***Sales & Marketing***

- *Effectuating pre-planned sales strategies for accomplishment of performance milestones.*
- *Utilizing market information & personal network to develop marketing intelligence for generating leads.*
- *Evolving market segmentation & penetration strategies to achieve targets.*
- *Conducting competitor analysis by keeping abreast of market trends to achieve market share metrics.*
- *Identifying new streams for revenue growth & developing sales plans to build consumer preference for Company products.*

### ***Key Account Management***

- *Develop relationships with key decision-makers in target organizations for business development.*
- *Interface with clients for suggesting the most viable product range and cultivating relations with them for securing repeat business.*
- *Manage activities pertaining to negotiating/ finalization of deals for smooth execution of sales*

### ***Job Responsibility***

- *Budgeting and Financial Management: Developing and managing the departmental budget. Tracking expenses, authorizing expenditures, and finding ways to optimize costs*
- *Managed a team of administrative staff, providing guidance and fostering a positive work environment.*
- *Oversaw budgeting, expense tracking, and resource allocation, resulting in a 15% reduction in operating costs.*
- *Implemented new project management software, leading to improved task tracking and better collaboration among team members.*
- *Handled administrative tasks, such as scheduling appointments, managing correspondence, and organizing meetings.*
- *Maintained accurate records of financial transactions and prepared monthly financial reports for management.*
- *Coordinated travel arrangements for executives and staff members.*
- *Managed office supplies and equipment inventory, ensuring timely replenishment.*
- *Developed and implemented an employee recognition program, boosting staff morale.*
- *Problem Solving: Identifying and resolving issues or challenges that arise within the administrative department.*
- *Vendor Management: Working with vendors, suppliers, and service providers to negotiate contracts, monitor performance, and ensure service delivery.*

### ***Promise***

- *With immense confidence, I assure you that if chances will be given; I will dedicate myself for the betterment of the organization.*

**I hereby declare that all the information provided here are correct to the best of my knowledge.**

**Date:**

(.....)

**Place:**

**Manish Gautam**