

## Mayank Arora

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### OBJECTIVE

To work with an organization that channelizes my potential in the right direction and provides adequate platform to contribute towards fulfilment of organizational goals.

### ACADEMIC QUALIFICATION

ACADEMIC	SCHOOL/ COLLEGE	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE (%)
LL.B.	Hashmi Law College	M.J.P.R.U	2015	56%
M.B.A	Galgotia's College. Of Engg. & Tech.	MTU	2010-12	65 %
B.Com	J.S.H.(P.G)College.	M.J.P.R.U	2007-10	69%
12 th.	St. Marry's Convent School	CBSE	2007	68%
10 th.	R.K.Public School	CBSE	2005	58%

## **INDUSTRIAL EXPERIENCE**

### **COMPANY - SHOWA INDIA PVT. LTD. Faridabad (June2011-July2011)**

- Worked on the project "WORKING CAPITAL REQUIREMENTS" in which we identify working capital need of the organization which include all the expenses as per the requirement of organization.

### **COMPANY - Indiamart.com Noida (April2013 -November2013)**

- Worked on a profile of **Executive online International sales** for space selling on BizTradeShows.com, in which we have to deal with the clients and convince them to buy our services for there event.

BiztradeShow.com is basically a platform i.e advertizing portal where the organizers can free list there events and our role is to motivate the organizers to take our paid list & various promotional packages with the help of which we can enhance the visibility of the events which leads to increase the traffic and foot fall in there events.

Role in BizTradeShows.com:

1. Motivate the clients on mails and calls to buy our paid listing or promotional packages.
2. Welcome call to the client for the services they bought.
3. Service check call to the client.
4. Client feedback check call that they are satisfied with our services or not.
5. Renewal of services by showing them the previous results and benefits of paid services.

## **CURRENTLY WORKING (From December 2013)**

- Working as a Assist. Proff. & Head of B.B.A deptt. in J.S.H.(P.G)College, Amroha as a approved faculty from M.J.P.R.U Bareilly.

## **EXTRA CURRICULAR ACTIVITIES**

- Participated in college festivals – Served as a member of the organization team in various fests.
- Participated in FORMULA 1 Race as a volunteer.
- Participated in seminar in graduation and got 1<sup>st</sup> price.
- Participated in Rotary club camp.
- Participated in National Seminar.

## **KEY SKILLS**

- Hands on MS word , MS Excel , MS Power Point and search engines.
- Problem solving skills.
- Good team Subordinate and believe in carrying the team members along with.

## **PERSONAL DETAILS**

Father's Name : Mr. Raj Kumar Arora  
Date of Birth : 20<sup>th</sup> Oct. 1989  
Sex : Male  
Nationality : Indian  
Languages Known : English, Hindi  
Permanent address : 140, AwasVikas Colony 1<sup>st</sup>  
J.P. Nagar( Amroha).

## **DECLARATION**

I hereby declare that the above information given by me is true to the best of my Knowledge.

( Mayank Arora )