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| --- | --- |
| **Name of Candidate: - Mr. Sagar Mutreja** | |
| **Post Applied For:**  Marketing Profile | |
| **Current Emp.:** Tata Steel Ltd. | **Designation:** Finance & Marketing Executive |
| **Education:**  MBA (Finance/Business Analytics) | **Age:**  25 Yrs. |
| **Relevant Inds. Exp.:** 1.5 yrs. | |
| **Current Location:** Jamshedpur | Home Location: Jamshedpur |
| **Current CTC: -** 2.5 Lacs p.a | **Expected CTC: -** 3 Lacs p.a |
| **Mother Tongue:** Hindi | **Language Known: -** Hindi, Punjabi, English |
| **Reference: -** |  |

**CURRICULUM VITAE**

**Sagar Mutreja**

Male: 25 years

[Email:](mailto:Email:meenakshimutreja2@gmail.com) mutrejasagar@yahoo.com

Mobile Number: +91-7017636142

**OBJECTIVE**

To seek a challenging, growth oriented position in a progressive and innovative organization that will utilize my interpersonal skills and interests in construction and also provide an opportunity to further enhance my knowledge and skills.

**PROFESSIONAL SYNOPSIS**

• Meticulous.

• Adaptable to changing environments.

• Team player.

• Excellent in communication in both written and verbal.

• Languages known: English, Hindi, Punjabi.

• Experience in Microsoft Office.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **School/College** | **Year of Passing** | **Percentage** |
| MBA (Finance/Business Analytics) | Graphic Era University – Dehradun | 2017 | 75% |
| BBA (Finance) | Acharya Institute of Graduate Studies- Bangalore | 2015 | 61% |
| Std XII | D.B.M.S Career Academy-Jamshedpur | 2012 | 70% |
| Std X | D.B.M.S Career Academy-Jamshedpur | 2010 | 70% |

**INTERNSHIP/ACADEMIC PROJECTS**

• Summer Internship Project at **Tata Tinplate Company of India Limited** (June 15, 2016 to Aug 01, 2016) on the " **Inventory Control Management** of TCIL for 5 years and its comparison with respect to its competitors."

• Summer Internship Project at Jammu and Kashmir Bank, Bangalore (Dec 12, 2014 to Jan 14, 2014) on the

**Loan & Advances and comparative Analysis** of the financial performance over the 5 years".

• Project on **"Channel Management with respect to handling Distributors and managing Retailers".**

• Project on **" Saturday Bazaar** Activity**".**

• Project on **“Soch Vichar** Management Activity**”.**

**PROFESSIONAL EXPERIENCE**

Experienced with a background in Finance & Marketing Executive and 1.5 years of experience growing with Phoenix Engineers. Seeking to leverage leadership excellence to raise Key Performance Indicators.

* Creating new leads and converting them to customers.
* Understanding regional marketing requirement with the help of monthly marketing reports (MIS)
* Assist with preparation and control of company’s project and budgets.
* Check and verify documents back reconciliation and ensure proper documentation for internal audit review.
* Key Responsibilities’ for E-Billing activities, Making E-Invoice against Supply & AMC Jobs.
* Analyzed Market trends and surveys and used information to stimulate business and revenue Growth.
* Maintain up-to-date awareness of industry trends & government regulations.
* Drafted executive analysis reports highlighting business issue, potential risks, and profit Opportunities
* Proper handling and managing of Procurement activities.

**INTERESTS / EXTRACURRICULAR ACTIVITIES**

* Organized a Fest (YUKTHI) Management Activity in Bangalore
* Organized **SOCH VICHAR** Management Activity in Dehradun.
* Organized **SATURDAY BAZAAR** Activity in Dehradun.
* Certificate course in Computer Application.
* Certification course in MS Excel through Alison.
* Certificate of ‘Best Student’ for academic performance in 11th & 12th.
* Certification course in ‘How Internet works’ Through Alison.
* Certificate of Participation in Entrepreneurial Walkation’2016.
* Certificate of workshop on Leadership including Contemporary Challenges, Germany.
* Certificate of participation in Global Immersion Programme at Nanyang Technological

University (NTU), Singapore.

I hereby declare that above mentioned information is correct and best to my knowledge.

SAGAR MUTREJA