

Malik Neeraj

PROJECT ADMINISTRATOR

🔄 22 липня
2024

📍 Місто: [Київ](#)



Вік: 53 роки

Режим роботи: повний робочий день, вільний графік роботи, часткова зайнятість

Категорії: Керівництво

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Опис

NEERAJ MALIK

Professional Summary:

Results-oriented professional with 23+ years of diverse industry experience, known for energetic and knowledgeable approach.

Storekeeper, Larvij International Limited, Kyiv, Ukraine (since Jan. 19, 2024)

- **Inventory Management:** Maintain records and conduct inventory checks.
- **Receiving Goods:** Verify and document goods, coordinate deliveries.
- **Storing Goods:** Organize items efficiently and prevent damage.
- **Issuing Goods:** Prepare, document, and track issued goods.
- **Safety and Security:** Implement safety protocols and ensure warehouse security.
- **Record Keeping:** Use software for inventory tracking and reports.

Ensure efficient, organized, and safe warehouse operations.

Co-founder and Manager, TCG Study, Delhi, India

- **Venture Management:** Launched TCG Study (Sep 2016 - Nov 2019, relaunched Apr 2022 - Jul 2023), demonstrating entrepreneurial leadership.
- **Student Counseling:** Guided students through application processes, program selection, admissions, and eligibility queries and visa applications.
- **Financial Guidance:** Advised on tuition fees, living expenses, and scholarships.
- **Networking:** Attended educational fairs, conferences, and events to expand networks and stay updated on industry trends.

Area Manager Sales, Elegant Machinery, Delhi, India (Dec 2019 – Mar 2022)

- **Market Identification:** Targeted EDM products in North India (Uttar Pradesh and Uttarakhand).
- **Sales & Tender Management:** Managed tender processes, ensuring compliance with corporate standards.
- **Record Keeping & Reporting:** Maintained sales activity, customer interaction & order records. Provided monthly sales performance, market trends and customer feedback reports.
- **Customer Service:** Participated in machine installations to enhance negotiation.

Assistant General Manager, Nawab Motors-Skoda, Noida (Feb 2012 – Jul 2016)

- **Operational Leadership:** Directed and optimized showroom operations, reporting to General Manager/Directors.
- **Training Programs:** Implemented training programs, boosting team productivity by 10-15%.
- **Showroom Management:** Oversaw showroom decorum, including display and test drive cars. Fostered effective inter-departmental communication and collaboration.

Asst. Manager Sales, Deutsche Motoren Pvt. Ltd. BMW, Delhi (Dec 2008 – 2011)

- **Lead Generation:** Participated in GOLF events and cold-called business directories to generate inquiries.
- **Customer Interaction:** Updated customers on new features/models and facilitated car exchanges.
- **Weekend Engagement:** Assisted customers with service-related issues and insurance claims to build relationships.
- **Delivery Support:** Supported car deliveries, gaining insights into vehicle features and benefits.

Assistant Manager – Corporate Sales, Marketing Times AP Ltd. Maruti Suzuki, Delhi (Feb 2004 – Nov 2008)

- **Corporate Sales Management:** Oversaw corporate sales at GK2 outlet, managing 40 sales executives.
- **Corporate Meetings:** Coordinated meetings at Maruti Suzuki's head office and disseminated monthly schemes.
- **Promotional Activities:** Organized 2-3 promotional events monthly at banks, markets, residential areas, and corporate offices.
- **Claims Management:** Submitted and followed up on monthly corporate claims from the dealership.

Team Leader, Aaliansz Automobiles Maruti Suzuki, Delhi (Aug 2000 – Jan 2004)

- **Team Supervision:** Led a team of 4 sales consultants, consistently achieving targets.
- **Customer Engagement:** Managed walk-in and telephonic inquiries, conducted car demonstrations, and arranged test drives.
- **Sales Techniques:** Learned and applied techniques for selling finance, accessories, extended warranties, and insurance.

Education & Languages

- **MBA in Marketing** | Indira Gandhi National Open University | June 2010
- **Master of Engineering** | National Technical University of Ukraine | February 1999
- **Senior Secondary Schooling (12th)** | Govt. MBSS School No.1, Delhi | 1989
- Fluent in English, Russian, Hindi
- Elementary proficiency in Ukrainian

Validity of Documents

- **Indian Passport:** 10 years
- **Permanent Resident of Ukraine:** 10 years
- **Indian Driving License (Motorcycle + LMV-Cars):** Valid until 2033
- **Ukrainian Driving License (Category B):** Valid until July 2026