Malik Neeraj



PROJECT ADMINISTRATOR

22 липня 2024

Місто: Київ

Вік: 53 роки

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

Категорії: Керівництво

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

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, Aalianz 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