



# Mayank Kherajani

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**Address: B new 31/338 near main road, Bairagarh, Bhopal**

**Specialized in Digital Marketing and Data Analytics, Having Experience in Sales/ Customer Delight Service/ Administration/ Finance Domain. Always aim for fostering long term relationship with the Company and providing value to company is my priority purpose.**

## Experience

### • Sindhu Kalyan Sewa Samiti •

**IT Teacher Cum Centre Manager Bhopal , Madhya Pradesh**

**01.12.2013 – 2.08.2015**

### **Working- Organization for Education and Yoga Awareness in Bhopal.**

- Establish new policies, procedures and standards.
- Establish processes to improve curriculum and programmes
- Drive cross-centre partnerships to enhance programmes.
- Develop strategic long-term plans to improve the quality of learning environments.
- Building a safe n secure environment to learn.
- Manage staff performance
- Set the goals and strategic direction for the centre.
- Report student data to the relevant University.

**• Nav Yuvak Parishad •**  
**Administration Officer Bhopal, Madhya Pradesh**  
**3.8.2015 -31.8.2017 & 1.11.2020 To Present Date**

**Working- Organization for Education and Healthcare in Bhopal.**

- Daily Record Keeping.
- Regular attendance management of each n every employee.
- Planning and designing department layout in regular intervals.
- Building a safe n secure environment to work.
- Backoffice Software, Inventory & Petty Cash Management.
- Recruitment and selection process (Workforce planning and management). Training for their respective department.
- Business operation as per Compliances with Labor laws.
- Arranging seminars / meetings on special occasions.
- Digital Marketing of education products.
- Accounts & Database administration.
- Maintaining payroll and other benefits in regular intervals.
- Maintaining MIS database & Company Software uptodate.
- Documentation for the business and tax compliances.
- Organizing and assignment of regular daily tasks to respective team persons.
- Process management & Routine Policy formulations. Notice & Orders Layout preparation.
- Working with Tally.
- EPF ESIC Compliance, Pay-out sheet Management, Salary Slip despatching.
- Document Filing & Despatching.
- Bank Correspondence.
- Managing and Monitoring Sister Organisations for Smooth Functioning.
- Front dealing with all Sister Buiseness Units, Zone Incharges, volunteers, Parents in day-to-day activities.

**• Tech Mahindra Ltd. •**  
**GST Subject Matter Expert Noida, Uttar Pradesh**  
**20.09.2017 – 2.08.2018**

**Working: - Tech Mahindra Ltd (Tech M) Indian multinational information technology services and consulting company provides information technology (IT) services and solutions.**

- Guidance Taxpayers Regarding GST via Voice/ Mail.
- Enforcing HR Policies and other announcements through daily morning huddles.
- Correspondence to GST Officers all around the Country to solve queries of Taxpayers and chartered accountants.
- GST Grievance Input & Redressal through respective department.
- GST Compliances to be make understood to all new trainees.
- Maintaining a fruitful employer employee relationship within working premises.
- Documentation for the business and tax compliances.
- Team performance Improvement Plans.

• **PhonePe ( R&K Agencies) •**  
**Area Sales Manager • Bhopal**  
**03.10.2018 – 03.11.2020**

**Working: - PhonePe is an Indian digital payments and financial technology company headquartered in Bengaluru, Karnataka providing UPI and Banking Services to more than 10 Cr. Users Pan India.**

- On boarding of Employees. Recruitment and training staff.
- Preparing management prospects and providing feedback to employees and managers.
- Salary and other benefits computation. Performance appraisal (Promotion of employees as per role, performance and other achievements).
- Ensuring compliances with legal requirements based on job function for safety measures.
- Maintaining and increasing sales and productivity by numerous of transactions in PhonePe.
- Reaching the targets and goals set of area wise.
- Setting sales targets for individuals' and our team as a whole. Collecting customer feedback and market research. Allocating areas to sales representatives. Developing sales strategies and setting targets. Monitoring team performance and motivating them to reach targets.
- Compiling and analyzing sales figure according to guidelines and clauses of company's setoff rules.
- Maintaining MIS database management in daily routine.
- Letter drafting and Email Correspondence

• **Contract Employment/ Short Term Gigs•**

- **Milaap Pvt. Ltd.-** Worked as a Sales Manager for Branding and Tie ups with Hospitals/ Clinics all around Madhya Pradesh.
- **Fastag (Axis Bank)-** Worked as a Sales Associate for Selling Fastag Stickers all around city to Merchants and Transport Companies.
- **M2C Pvt Ltd.-** Worked as a Sales Associate for Lead Generation via Cold Calling/ Database Outbound Centre.
- **Bharatpe:-** Worked as an Area Sales Manager Merchandising/ Revisit/ Merchant Assistance all over Madhya Pradesh.
- **Amazon:** - Worked as a Sales Manager in Madhya Pradesh with Lotus Agency and One One Solution in Amazon Stickers/ QR/ Seller Registration.
- **Upstox:** - Worked with Prosus for Targetting Upstox customers via Tele sales Executive.

## Education

**M.Sc (I.T)**  
Aisect College  
Bhopal, M.P  
2019  
79%

**B.Com (C.A)**  
Sadhu Vaswani College  
Bhopal, M.P  
2014  
65% (1<sup>st</sup> Division)



**Higher Secondary Class (12<sup>th</sup>)**  
Mithi Gobindram Public School  
Bhopal, M.P  
2011  
64% (1<sup>st</sup> Division)

## Key Skills

### Professional

Communication   
Problem Solving   
Leadership   
Commercial Awareness   
Confidence 

### Related

Database Manager   
Cachement Mapping   
Multi-Tasking   
Windows 

### Personal

Hard Working   
Manageable   
Team Player   
Punctual   
Creative   
Empathy 

## Diploma's

**P.G.D.C.A**  
Paragaon Computer Institute  
Bhopal, M.P  
2015  
1<sup>st</sup> Division

**Fastrack Short Skill Diploma**  
Orion Edutech Institute  
Bhopal, M.P  
2014  
1<sup>st</sup> Division

**C.S.O Banking Diploma**  
Skill World Academy, Mumbai  
Bhopal, M.P  
2018  
95%

**HR Certified Diploma & Internship**  
Corporate Steps  
Bhopal, M.P  
A Grade

**Web Development/ Designing Diploma**  
S.k University

## Technical Skill's

M.S Office

Tally / SAP Accounting

Hardware & Networking

Record Keeping

POS Retail Management

I.O.T

Data Analysis

EPF & ESIC Filing & Compliance

Zoho CRM

Cloud Computing

Ethical Hacking

Power BI

English & Hindi Typing

Adobe Photoshop

LinkedIn Sales Navigator

Full Stack Development

Automobile Design

2-d Pre-Production Animator

HTML, Python

WordPress

## Administrative Skill's

Written Communication  
Active Listening

Conflict Resolution

Critical Thinking  
Adaptability

Team Work Skills

- ❖ Human Resource Management
- ❖ Worked With Campus Ambassador (Awagon/ Redcarpet)

## Personal Details

Date of Birth: -

● 09.03.1993

Father's Name: -

● Mr. Dilip Kherajani

Languages Known: -

● English, Hindi & Sindhi

Hobbies: -

● Travelling and Exploring  
and Music Lover.

Current Salary: -

● 26 k C.T.C

Marital Status: -

● Single

Religion: -

● Hinduism

Place:- Bhopal

Mayank Kherajani