

MAANAV PANDEY (B.M.S) (P.G.D.M. SCM)

(Mumbai, Maharashtra.)



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9819407575

OBJECTIVE

A diligent and versatile professional having experience in sales, logistics and operations, aiming to contribute my skills in the challenging and dynamic service industry.

SKILLS

- Organizational skills
- Perseverance
- Effective communicator
- Team player
- Avid Learner
- Leadership
- Consistency
- Technical skills- MS Word and MS PowerPoint

WORK EXPERIENCE

08/2023 – 11/2024

Central Adventures and Holidays (Tour and Travel Agency) (Niche- Educational Institutions)

- Worked as an executive assistant to the managing director of the company.
- Admin, sales and operations.
- Have handled and coordinated in managing and operating student group tours all over India and some international tours including Dubai.
- Have efficiently stored, maintained and presented data and information related to tour operations.

CERTIFICATIONS

2024-2025

- Microsoft Office- Word, Excel, PowerPoint
- Digital Marketing
- Automotive sales

ONGOING

- Data Center Fundamentals
- Data analytics
- Practical sales techniques

EDUCATION

04/2023	Post Graduation Diploma in Management (Specialization in Supply Chain Management) Welingkar's Institute of Management, Matunga Secured: 87%
07/2021	B.M.S, Commerce KES' Shroff College of Management, Mumbai Secured CGPI: 9.43 equivalent to 89.58%
02/2018	HSC (12th Std) Junior College (Commerce) KES' Shroff College of Commerce, Mumbai Secured 86.46%
04/2016	ICSE (10th Std) Secondary School Cambridge School- Kandivali (east), Mumbai Secured 74.4%

ACHIEVEMENTS

- Captain of U-15 and U-17 Cricket Team, Cambridge School, Kandivali.
- Taekwondo Red belt holder, PIL SUNG TAEKWONDO ACADEMY
- 1 MAH NCC NAVAL UNIT cadet. Reference No. 2018/SD/714052

HOBBIES

- Reading books, Gaming, Sports, Travelling

OTHER DETAILS

Date of Birth: 14.04.2000

Language Proficiency: English, Hindi.