

WZ – 49 Bodella Vikaspuri New Delhi - 110018

8909357168

Mangeramtyagi84@gmail.com

OBJECTIVE

To secure a position with the best of my callability and capability, that will lead to a lasting working relationship. The objective is so grown professionally by learning from the organization and giving my best to achieve the desirable targets/outputs

MANGERAM

EXPERIENCE

May 2013 to May 2016

• Diploma Engg Trainee • Bajaj Motor Limited.

Key Responsibilities:

- Planning of Man Power & Machines for achieving production target as per target assigned.
- Setting & Checking Parameters of Machine & Take Corrective & Preventive action

August 2015 – Present

• Assistant Manager • National Yuva Cooperative Society Ltd.

Key Responsibilities:

- Internal and External Communication with the Stakeholders.
- Project handling and Data Management.
- Organizing Meetings/ Board Meetings /Annual General Body Meetings.
- Drafting of Proposals, Press Release, Agendas
- SPOC for Coordination, Communication and Execution of the Project.

EDUCATION

IGNOU, New Delhi

- Pursuing Masters in Social Work

CCS University, Meerut, Uttar Pradesh

- Bachelor of Art in the year 2016.

Board of Technical Education, Uttar Pradesh

- Diploma in Mechanical Engg. the year 2012.

LEADERSHIP

- Leaded the Project Indraprastha Gas Limited with a team of four for continuous 3 Year and was SPOC for the entire project PAN India.
- Leaded the Project Kausalya Setu Abhiyan(Special Project) with a team of 6 for continuous 2 Year and was Spoc for the entire MIS process.
- Within a span of 2 to 3 year was promoted from Executive to Assistant Manager.

SKILLS

- Strong Verbal and Written Communications.
- Internal and External Communications.
- Public Relation and Media Handling.
- Coordination & Team Management.
- Computer Acumen: Frame Maker, In Design, PowerPoint, Ms. Word and Ms. Excel.