SUNNY MITTAL

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Faridabad -121003

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**CAREER OBJECTIVE**

* Seeking a career in academics that shall enable to broaden my current skills & challenge my various abilities so that I can be a successful agent of knowledge delivery and add valuable assets to my esteemed organization as an active member.

**WORK EXPERIENCE**

**General\ Admin Manager** (Jan 2021 -Till Now)

Intercareer Service India Pvt. Ltd.

* Administrative support to entire team and directors
* Management and update of Internal databases like incoming correspondence, emails etc.
* Manages the petty cash, expenditures of the company and reporting to top management.
* Arranges Visa, FRRO applications for business trips and in-coming visitors from other offices.
* Prepare necessary data for monthly payroll processing
* Send emails to relevant company stakeholders, make follow-up calls and emails.
* Invoice processing, Negotiating & Managing AMCs, purchases for company etc.

**Assistant Professor** (Sept 2019 –Nov 2019, Feb 2020 – Nov 2020)

SATYA GROUP OF INSTITUTE & MVN University – Palwal

* Worked as a Guest Faculty. Delivering lectures on Payroll management, Human resource Management, Performance Mgmt. Industrial relations Capital Market, Cost Accounting etc.

**Assistant Professor\HR Manager** (July 2018 – November 2019, October 2020-December 2020)

Manav Rachna International University – Faridabad

* Key member in the formulation and finalization of the budget of FMS department
* Driving HR **Compliances** **and other standards** in the university systems
* Serves as the control point of the **University EPR system** for the department of FMS.
* Payroll processing, Negotiating & Managing AMCs, purchases for the department
* Delivering lectures on **Financial Accounting, Human Resource management & Personality development** etc.
* Maintaining the accounts, expense & Income for FMS (Hotel Management) department
* Calls for quotation of various vendors and finalizing the vendors for the raw materials for the department.

**Senior Financial Analyst** (March 2016 – May 2018)

American Express Ltd. (Career Job Solution) – Gurgaon

* Booking of corporate actions like mergers, acquisitions etc.
* Sources, researches, analyses corporate Actions through BLK securities universe.
* Fund Accounting of various securities, funds etc.
* Portfolio Valuation of different portfolios of USA &UK regions.
* Research work of collecting data from different sources like magazines, newspaper, websites, Journal etc. for assessing the market trends of competitors for better decision making.

**Senior Financial Analyst** (October 2014 – January 2016)

Mercer Consulting India Pvt. Ltd. – Gurgaon

* Preparation of Annual Reports for Trust, Funds & Schemes of Ireland Country (commonly known as Pension Plans)
* Trained the new Joiners in the team.
* Reconciliation of various types i.e. Cash, Market, Position, Pension, Investment, Stock etc.
* Financial reporting to the AGM, Directors directly has certainly proved a reward in my career.

**Financial Analyst** (September 2013- October 2014)

Citi Bank (HCL Technologies Ltd.) – Gurgaon

* Manage the risk of various clients. Provide them appropriate solution for mitigating risk.
* I used to receive the calls of the clients from various regions of USA regarding their queries related to the investment in the share market and purchase of various companies share, returns from their investment, and risk involved in purchasing the shares and how to mitigate them, increasing the margin limit of the client for purchasing share.
* I used to work in Investment Banking Process I.e., Hedge Fund Administrator. I used to calculate NAV (NET ASSET VALUE) of various assets and booking trades. (Subscription, Redemption Return of Capital, Capital Gain) In GENEVA software

**ACADEMIC BACKGROUND**

**Professional Qualifications:**

**MBA in Finance and Marketing** from Manav Rachna International University, Faridabad with **80%marks**

**PROJECTS UNDERTAKEN:**

Title Lack of traffic knowledge among youths

Project Type Research

Objective To create awareness among youths

Technologies Used Questionnaire

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**Educational Qualifications**:

* **B.B.A** from Soft Dot institute from JAMIA HAMDARD UNIVERSITY in the year **2008-2011** with **65%marks**
* **XII** from (CBSE board, Ashok Memorial Public-School Faridabad) in the year **2008** with **72%marks**.
* **X** from (CBSE board, Ashok Memorial Public-School Faridabad) in the year **\_2006**with**76%marks**.

**Training:**

* Summer Internship training at Imperial Auto Industries Ltd.
* Project done on “FIXED ASSET”

**Awards**

* University Topper with 2nd Position in MBA Final year and being awarded with **Gold Medal**.
* Recognition for regular participation in “Corporate Social Responsibility” in collaboration with “Haryana Police”
* Regular scholarships in higher secondary education, Graduation College and in Post Graduation College for distinctive performance in academics throughout.
* Recognition from Faculty of Management Studies for Leadership shown at “World Management Day Event”
* Recognition from “All India Schools Mathematics Teachers Association” for securing 1st Position in National Mathematics Olympiad.

**Summary of Qualifications-**

* Well versed with MS-Office (Word, Power-point, Advance excel)
* Can communicate effectively in verbal and writing.
* Excellent interpersonal, analytical skills and attitude to work with attention.
* Team spirit and dedication towards work.
* Keen to learn new things and hardworking with positive attitude.

**Extra-Curricular Participation-**

* School Head Boy at school in 2006-07.
* Class representative in the college for three consecutive years.
* Member of placement and interview coordination team in the college.
* Active Participation in all Manav Rachna Fest & Farewell.
* Active Participation of Company’s annual day celebration.

**PERSONAL DETAILS**

Father's Name: Mr. NAND KISHORE

Date of Birth: 15 JANUARY 1991

Gender: Male

Nationality: Indian

Marital Status: Single

Languages known: English, Hindi (Mother Tongue)

Hobbies: Helping others, driving

**CERTIFICATION**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date……… Sign-………………

Place……