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AKASH MALLICK

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Present - Greater Noida, UP.



Permanent - Jamshedpur, JH.



SUMMARY

Results-driven professional with 10 months of successful B2C sales experience, consistently exceeding targets and building strong customer relationships. Proven ability to identify and capitalize on opportunities, resulting in a track record of revenue growth. Recently transitioned into Human Resources, bringing 3 months of experience in recruitment, employee relations, and HR compliance. A dynamic and adaptable individual with a unique blend of sales acumen and HR insights. Eager to leverage this diverse skill set to contribute effectively to a dynamic and growth-oriented organization. Open to relocate.

EDUCATION

Lloyd Business School

Post Graduation Diploma In Management
in Human Resource and Data Analytics
2022-2024

Institute of Genetic Engineering

B.Sc Genetics (H)
2018-22021

SKILLS

- Strong organizational and time-management skills
- Communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Negotiation
- Sales Management
- Customer/Client handling
- End-to-End Recruitment
- On-Boarding

TECHNICAL SKILLS

- Certification in Soft Skills and Personality Development
- Certification in People Analytics
- MS - Power Point
- MS - Excel
- Canva

PROFESSIONAL EXPERIENCE

Human Resource - Intern

Greenpanel Industries Ltd. | July 2023 - October 2023

- Assisted HR and recruiting team by scheduling virtual and on-site interview
- Responsible for hiring for sales and marketing roles
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Posted job openings, screened resumes and scheduled interviews to fill position with potential candidates.
- Vendor Management
- Created and updated tracking spreadsheet using MS Excel.

Sales Executive - Financial Services

HDB Financial Services | September 2021 - June 2022

- Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads.
- Researched sales opportunities and possible leads to exceed sales goals and increase profit.
- Handled confidential documents and maintained their proper organization.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Utilized internal lead referral tools to solicit new business opportunities and contracts.

PROFESSIONAL ACHIEVEMENT

- As a valued member of the Talent Management team that was honoured with the 'Team of the Month' award, I played an integral role in our collective success. My contributions included Talent Acquisition and On-Boarding, where I consistently demonstrated dedication to excellence and collaboration.