



# RICHA MONGIA

3<sup>RD</sup> MAY 1992

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## PROFILE

As an ambitious and hard-working individual, I thrive on challenge and constantly set goals for myself, so I have something to strive toward. I'm not comfortable with settling, and I'm always looking for an opportunity to do better and achieve greatness. I have a creative mind and am always up for new challenges. I am well organized and always plan ahead to make sure I manage my time well.

I am an experienced professional with well-developed skills and experience in Client Servicing, Sales and Retail Management amongst various Industries.

I have a Bachelors Degree in Mass Communication from a reputed university in India & pursuing master in the same subject as a distance learning course.

I am seeking employment that will make best use of my skills and allow me to develop them further. I am determined and enthusiastic, I am flexible regarding working hours and am able to work a range of shifts.



## EDUCATION

### ● MASTER OF JOURNALISM & MASS COMM.

Guru Gobind Singh Indraprasth University

### ● BACHELOR OF JOURNALISM & MASS COMM.

Guru Gobind Singh Indraprasth University

### ● HIGHER SECONDARY

CBSE - Green Fields School, New Delhi, India



## EXPERIENCE

### ● RENISO ESTATE MANAGEMENT PVT. LTD.

#### **Sales & Marketing**

2017 - 2018

- Part of Sales, Marketing and Client Servicing Department
- Give design briefs, converting hot/ warm leads to customers and finally to manage them by providing what was promised
- Making sales strategies and suggesting marketing activities
- Was also involved in operations

### ● HINDUSTAN TIMES LEARNING CENTERS PVT. LTD.

#### **Center Head**

2016 - 2017

- Was responsible for the functioning of the of the Vasant Kunj Centre of HTLC.
- Handling Sales & Marketing, Operations, Finance, Client Servicing departments of the center
- Handling a team of Executives and Interns

### ● ACME D' ACE MARKETING SOLUTION PVT. LTD.

#### **Sr. Manager - Client Servicing**

2015-2016

- Drafting plan PPTs for various clients
- Planning, designing and execution of various projects given by various clients
- Managing a team of client servicing, designing and operation executives to work on various projects
- Handled clients like: SRL Diagnostics (Brand Manual; Planning, designing and execution of their Diagnostic centres; Marketing: Planning and execution), Mahindra (PAN India) Events & Marketing: Planning and Execution

## VOICE OF BRANDS COMMUNICATIONS

### **Manager - Client Servicing**

- Servicing the clients - Taking work briefs
- Planning and Execution of the brief according to client satisfaction
- Handled clients like: Western Digital, Lazertech

### ● VDOIT4U EVENT MANAGEMENT PVT. LTD

#### **Client Servicing - Executive**

- Servicing the existing clients - taking client briefs
- Designing of graphics and other material for the event
- Handled Clients like: American Express, Ford Motors, Vodafone



## SKILLS

### CREATIVE



### TEAMWORK



### INNOVATE



### COMMUNICATION

