



# 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.



## SKILLS

### CREATIVE



### TEAMWORK



### INNOVATE



### COMMUNICATION



## 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