

# PRINCE MONGA



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## About Me

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I am a good timekeeper, always willing to learn new skills. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

## Education

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### **Masters, Business Administration (Marketing)**

Indira Gandhi National Open University  
New Delhi, Delhi

### **Bachelor, Technology (Automobile Engineering)**

Guru Tegh Bahadur Polytechnic Institute  
Vasant Vihar

### **10+2**

S.D.Public School  
BU Block, Pitampura  
New Delhi

## ***Work Experience***

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June,2016 – Current  
Sales & Operations Assistant  
Global Airtech Pvt. Ltd.  
New Delhi, Delhi

My role in my current organization is related with sales and operations management. I look forward the operational management related with the inventory, warehouse and sales of aviation components. I am responsible for unit shipments, customer service, arranging logistics and replenishment of parts required globally.

- Engaging global customers and providing 24\*7 support is the responsibility which we handle, and I am the part of this.
- To handle data related with the aviation components is a key functional area where my role suites very much.
- Customer service is one area where my 50% of attention is defined, to answer all customer queries related with aviation components, availability and shipment procedures are taken care by me.

## ***Competencies & Skills***

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- Ability To initiate
- Eager to learn new things
- Presentation & Negotiation skills
- Team Management

### ***Personal details***

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Father Name: Mr. Kashvinder Monga

Birthday: January 12 ,1996

Gender: Male

Nationality: Indian

Marital Status: Single

### ***Declaration***

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I Prince Monga, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Prince Monga

New Delhi,2020