

Manish Kumar

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**RAJIV GANDHI INSTITUTE OF
PETROLEUM TECHNOLOGY (RGIPT)**
(An institute of National Importance)
MoPNG, Govt. of India
Jais, Amethi - 229304



DEPARTMENT OF MANAGEMENT STUDIES | DISCIPLINE: MBA

EDUCATIONAL BACKGROUND

MASTER OF BUSINESS ADMINISTRATION (RGIPT)	8 CPI (till 2 nd Sem)	2025*
B.B.A (Galgotias University, Gr. Noida, UP)	7.2/10 CGPA	2020
12 th (D.A.V Public School, Jasola Vihar, New Delhi)	66.6%	2017
10 th (D.A.V Public School, Jasola Vihar, New Delhi)	8.8/10 CGPA	2014

WORK EXPERIENCE

Name of the Employer & Designation	Tenure
Name of Organization : Accura Eye Care, Panchsheel Park, Delhi Title : Assistant Manager Role : . Data Analysis and Strategy: Conducted in-depth data analysis using Excel to inform strategic business decisions. Successfully scaled services to five Delhi locations based on survey insights. . Digital Marketing and Stakeholder Collaboration: Implemented effective social media strategies, increasing Instagram and Facebook followers by 700+. Collaborated cross-functionally to enhance customer satisfaction and boost survey response rates by 15%.	(06 months)

INTERNSHIPS

Name of Organization : Gail Gas Ltd., Mandideep Title : Marketing Intern Role : . Supported operational activities within the City Gas Distribution (CGD) network. . Contributed to market research, analysis, and strategy development for PNG expansion. . Assisted in various administrative and operational tasks. Duration : 2 months (Summer Internship)	2024 (02 months)
Name of Organization : Indian Oil Corporation, Paradip Refinery, Odisha Title : Industrial visit and Training Visited : IOCL Paradip Refinery, South Eastern Zone Pipeline Division and Paradip Port Authority.	2023
Name of Organization : INDmoney, Gurugram Title : Service Executive Intern Role : Retail Marketing and man-power management also gathering knowledge about operations. Making report and performing analysis about the customers behavior. Duration : 5 months	2022 (05 months)
Name of Organization : A Bansal & Associates (CA Firm) Title : Accounting Intern Role : Data entry work on Tally, Filing ITR Duration : 1 months (Summer Internship)	2019 (01 month)

Academic Projects

Name of Project : Sales Dashboard and Sentiment Analysis of Energy Saving Appliances Key skills : Excel Dashboard, R Language, Regression, WordCloud, Sentiment Analysis.	
Name of Project : Airport Security System Key skills : Operation Research, Arena Simulation and Automation Software.	

Projects and Research Works

Name of Project : Analyzing CGD Market Dynamics and Marketing Strategies for PNG Adoption
Institution involved : Rajiv Gandhi Institute of Petroleum Technology
Role : . Actively participated in all stages of the project, including data collection, analysis, and report preparation.
. Gained hands-on experience in conducting market surveys, analyzing consumer behavior, and identifying key factors impacting PNG adoption.

2024
May - Jul

Name of Project : Research: How people invest in Mutual Funds and their behavior
Institution involved : GALGOTIAS UNIVERSITY
Role : Actively involved in every stage from production to market survey.

2020

SKILLS / CERTIFICATIONS

- Advanced Excel course from Internshala, Dashboard, Simulation on Arena
- Programming and Web: R language, Python.
- Soft Skills, Client interaction and relationships
- Ethics in Business Administration
- Well versed with Microsoft Office Suite (Word, Excel, Power point etc.)
- Proficiency in data analysis and interpretation.
- Understanding of the natural gas industry and CGD operations.
- Market research and analysis capabilities.
- Project management and time management skills.
- Proficiency in using industry-specific software and tools.
- Strong communication and interpersonal skills.
- Ability to work effectively in a team environment.

STRENGTHS

- Business Administration, Leadership, Team Work and Team Management
- Marketing, Strategic thinking and Planning abilities
- Market Analysis, Business analysis, Project Coordination
- Creativity and Flexibility
- Analytical thinking and problem-solving abilities.
- Attention to detail and accuracy.
- Adaptability and willingness to learn.
- Strong work ethic and commitment to deadlines.
- Ability to handle multiple tasks simultaneously.

Languages known: English and Hindi

ACHIEVEMENTS / Co-Curricular and Extra-Curricular Activities

- Participated in DAV Inter-School YOGA Competitions in 2010.
- Coordinated events with teams to be organized at annual fest "Yukti" at Galgotias University as Volunteer Lead.

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Jaitpur, Badarpur, New Delhi-44

Signature: _____

Date: _____