

# NAMAN CHAWLA

**Phone** +919899725437

**LinkedIn**

**E-mail** naman.chawla2@gmail.com

<https://www.linkedin.com/in/naman-chawla-848285135/>

**Date of birth** 02-11-1997

Simple and disciplined, respecting the opinion of others, displays team spirit and most importantly an Honest and Ethical being human.

## Experience

---

**06.2017 - 07.2018**

### **Founder**

*Donut's Hut*

A kiosk where you can enjoy a wide selection of donuts, coffee and sandwiches.

Responsible for all aspects of kiosk Operations.

Providing exceptional customer service while directing staff to perform at a consistently high level.

Greeting the customers.

Taking feedback from them and managing the stock and cash as well.

Addressed business development challenges to proactively reduce the problems.

**08.2018 - 10.2018**

### **Business Development Sales Intern**

*Nearbuy India*

Got aligned to F&B category.

Identify and consult with the businesses.

Work closely with the city manager and follow up on critical leads.

Partner with the merchants to curate offers for the customers.

Present nearbuy.com as a unique opportunity for businesses to acquire new customers.

**06.2019 - 09.2019**

### **Sales and Project Coordinating Intern**

*S2N*

Visiting, meeting and follow up with the clients.

Work closely with the project manager and report to him.

Maintaining a safe, secure and healthy work environment by adhering to safety rules during the project.

Monitoring the project, staff as well labors.

Allocating the resources, materials and sub-contractors.

Maintaining relationships with consultants, sub-contractors and architects.

## Education

---

**09.2016 - 05.2019**

### **Ram Lal Anand School, Delhi University**

\* Bachelor of Commerce.

This programme has helped me to learn knowledge in the following subjects: Accounting/Financial Management Indirect Taxes, GST (Goods and Service tax) Marketing/ Advertising/Branding.

**04.2008 - 03.2016**

### **DAV PUBLIC SCHOOL, GURGAON**

Passed out as Commerce and Business administration student scoring 89.5% in 12th grade.

## Skills

---

Communication Skills  
Interpersonal Skills  
Presentation Skills  
Event and content planning

## Languages

---

English  
Hindi

## Certificates

---

Moonlight Films and Theatre Studio  
ITM ENGLISH ADVANTAGE  
Well Groomed Child  
Skit Competition

## Computer Proficiency

---

MS Excel - Basic  
MS PowerPoint and MS Word  
Google Ads  
Google Analytics  
WordPress Management  
Social media management (Facebook, Instagram, Linked in, Twitter, Pinterest)

## Interests

---

Cooking (Specially French Omelette)  
Watching Movies (Rom com, Crime, Drama)  
Travelling (Ready to travel anywhere, Trip Together)  
Feeding poor, underprivileged (In the meantime or weekends)