

Contact

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Top Skills

Team Leadership

Communication Skills

Process Excellence

Vendor Management

Training

Kanika Dalmia

Seasoned Management professional | Looking for opportunity
Gurgaon, Haryana, India

Summary

Lively, passionate, punctilious individual with good communication skills and over 6 years of experience in field of management and operations; With hands on experience in Process Excellence, Team Management, Operations (Marketing & Finance) ,Key Account Management, Vendor Management, Credit management, Collections for corporate like Cars24, Hindustan Times and Bata India Ltd.

Experience

Emxcel

Team Lead

October 2019 - Present

Gurgaon, India

Managing project and working on execution part.

Conducting Feasibility study for the project.

Working on the process flow of the project

Liaising with Government clients.

Preparing team for conducting feasibility survey in Pan India

Conducted training to improve teams skill-sets and process knowledge

CARS24

Senior Project Coordinator

January 2019 - June 2019

Gurgaon, India

- Successfully managed "Project Walkin" for increasing conversion by reducing lost leads, at 50+ retail-branches in Delhi NCR, Uttar pradesh, Madhya Pradesh, Gujrat.

- Effectively developed a system to capture and analyze data to track project's performance and drive corrective action.

- Process Excellence and customer Experience

- Managed a team of 40+ team members to improve in-branch experience from Check-in to Inspections

- Conducted training to improve teams skill-sets and process knowledge

- Stake holder management across departments

Galgotias University
Assistant Professor
July 2018 - December 2018
Noida Area, India

-NET Qualified

- Thought concepts of General management, Micro Economics and Entrepreneurship to Young business leaders.

HINDUSTAN MEDIA VENTURES LIMITED (sister concern of HT media)

Senior Executive, Media Marketing Commercial
February 2015 - October 2017

Ranchi Area, India

- Looking after commercial activities of Ranchi location & its upcountry region.
- Client Handling- Non-Accredited Ad Agencies, Business Associates, Quick Booking Centers & Direct Clients of Ranchi & its Upcountry Regions.
- Credit Management & Analysis of advertisement debt of upcountry & direct clients of Ranchi Region.
- Analyzing, Planning, coordinating & monitoring outstanding collection of Ranchi & upcountry location.
- Monthly projections regarding the Accounts Receivables.
- Accounts Reconciliation.
- Accounts Management & Negotiation
- Resolving client issues & queries.
- Collection & Analysis from Ranchi City & Upcountry Market.
- Handling a team of 15 collection agents
- Managed cross functional teams for better closure of sales deal.
- Involved in client Verification & KYC

Awards:

- 1) Snap Award- 2016 For Effective & efficient Management of Agents; Quick Booking Centers & Business Associates in Upcountry Market.
- 2) Employee Excellence Award 2017

Bata India
Accounts Executive
2012 - August 2014
Gurgaon, India

- Financial planning & analysis. Made various financial & Managerial reports Yearly ,Quarterly, Monthly & Weekly.
- Handling Fixed Assets Accounting of Bata India Ltd like provision on Depreciation, Physical verification of fixed assets.
- Accounts Payable

Bata India Ltd.

Intern

May 2011 - June 2011

Kolkata Area, India

Involved in a project to reduce the of aged stock.

Education

Biju Patnaik University of Technology, Odisha

Master of Business Administration - MBA, Finance and Marketing · (2010 - 2012)

St Xavier's College, Ranchi, India

Bachelor's degree, Business/Commerce, General · (2007 - 2010)

Abhinav Bharti High School, Kolkata

12th class, Business/Commerce, General

Presentation Convent School, New Delhi

10th Class