

# Atul Mehta

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| EDUCATION   |  |                       |                     |
|---|--|-----------------------|---------------------|
| COURSE  | YEAR   | INSTITUTION           | MARKS               |
| MBA   | May 2023   | Chandigarh University | 7.6 CGPA            |
| B.Com   | Nov 2021   | Kumaon University     | 6.0 CGPA            |
| Class XII   | Mar 2018   | CBSE                  | 6.5 CGPA            |
| Class X   | Mar 2016   | CBSE                  | 7.8 CGPA            |
| WORK EXPERIENCE   |  |                       |                     |
| Account Executive at Aalima Industries Ghaziabad (Uttar Pardesh )       |  |                       | April '23 - Present |
| SAP R2R   | <ul style="list-style-type: none"><li>Participation in R2R activities.</li><li>Reconciling multiple banks with the ledger in Excel.</li><li>Prepare data of accruals &amp; their accounting treatment at month end.</li><li>Participation in Month End activities.</li><li>Reconciliation items of Balance sheet.</li><li>Prepare MIS Reporting as &amp; when required by management.</li><li>Working on various T Codes of Sap S4 HANA including FB50, F-03, FBL3N, FS10N, FBR2, FB03, FB02, FBRA, F.15, F.14, FBD1 etc.</li><li>Performing basic to advanced operation of Excel (SUMIF, SUMIFS, Subtotal, Filter, Macros, VLOOKUP, HLOOKUP).</li></ul> |                       |                     |
| Business Development Executive at Ufaber Pvt Ltd , Mumbai (Maharashtra) |  |                       | Jan '23 – April'23  |
| <u>Sales &amp; Pre sales</u>  | <ul style="list-style-type: none"><li>Identified and pursued new sales opportunities, consistently exceeding quarterly sales targets through effective lead generation, client engagement, and strategic deal closures, resulting in a 15% increase in annual revenue.</li><li>Built and maintained strong client relationships, leading to a 20% increase in client retention; collaborated with crossfunctional teams, analyzed market trends, and optimize</li></ul>  |                       |                     |
| ACHIEVEMENTS, EXTRA-CURRICULAR ACTIVITIES, & SKILLS                     |  |                       |                     |
| <u>Certification</u>  | <ul style="list-style-type: none"><li><b>Entrepreneurship Essentials</b> certification by NISM.</li><li><b>Excel</b> Certification by Coursera</li><li><b>Financial Markets</b> Certification by Coursera</li></ul>  |                       |                     |
| <u>Extra-curricular activities</u>                                      | <ul style="list-style-type: none"><li>Participated in <b>blood donation campaign</b> organized by Haldwani Medical Association.</li><li>Actively participated in Snooker tournament</li></ul>  |                       |                     |
| <u>Technical skills</u>   | <ul style="list-style-type: none"><li>Proficient in <b>MS Excel &amp; MS Word</b>.</li><li>Well versed with <b>SAP R2R</b> .</li></ul>   |                       |                     |
| <u>Soft skills</u>  | <ul style="list-style-type: none"><li>Analytical Skills, Team Collaboration, Leadership skills &amp; Inquisitive.</li></ul>  |                       |                     |