

**PRERNA MAHENDRA**

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**OBJECTIVE**

Looking for a challenging and motivating position in a professionally managed organization where I can enhance my skills and strengths in conjunction with the company’s goals and objectives.

**PROFESSIONAL EXPERIENCE**

**CATERNINJA - Assistant Manager (JUNE 2018- PRESENT)**

CaterNinja is an India's first online marketplace for all the catering solutions. It's a virtual cafeteria which has presence around 5 cities enabling the visitors to analyze diversify portfolio of caterers in terms of cuisines and prices and choose the one matching their requirements making the process hassle free.

My responsibilities includes:

- Involved in vendor acquisitions and work on strategy of complete supply on-boarding of caterers and food chains.
- Collaborate with different departments and ensure all the activities are executed within stringent timelines.
- Program manage the entire leads and order execution for the large clients with the Operations team.
- Ensure growth for strategic partners as business grows giving them open opportunity and retention on platform beneficial for both the client and business.
- Closely working for the expansions across the locations digitally and pipelining the channels for the business growth.
- Hiring and nurturing talents while formulation of various teams within the company for multiple functions.

**QUEST ADVENTURES - Intern (JAN 2018- APR 2018)**

Quest Adventures specialize in conducting outdoor adventure programs, create experiential learning programs, set up Adventure Parks across Globe that conducts Events and Tournaments, dealing in sales of all the Adventure Equipment and many more.

I was working as a Business Initiator. My responsibilities involved lead generation as well handling complete operations. I worked with various departments during this tenure and conducted new outdoor activities.

## **DELHI FOOD WALKS - Intern (MAY 2017-JULY 2017)**

Delhi Food Walks began in 2011 to act as a bastion of Delhi food culture. It is the original culinary tourism company of Delhi. Aside from taking to the nooks and crannies which are home to the most delicious aromas in Delhi, they also curate Food Festivals in Delhi.

Gradually, I expanded the network and honed my expertise. I worked on portfolio diversification project in which we started opening walks to students and corporate groups as well. The project went well and improved its traction.

### **EDUCATIONAL QUALIFICATIONS**

- Completed MBA from IITM NOIDA, 2018
- Advanced Diploma in Travel & Aviation Management from Bhartiya Vidya Bhavan, 2015
- Advanced Diploma in International Business from JIMS, 2014
- Bachelor's in business administration from MDU, 2014

### **KEY SKILLS**

- **Problem Solving:** Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions and efficiencies.
- **Team Player:** Enjoys sharing knowledge and encouraging the development of others to achieve specific team goals.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support, and ad-hoc responsibilities in a timely and professional manner.
- **Systems Knowledge:** MS Office. Experience in preparing and analyzing reporting data for management accurately and to timescales.
- **Negotiation Skills:** Robust negotiation and influencing abilities.

### **PERSONAL DETAILS**

Gender : Female  
Date of Birth : 28th Sep 1992  
Nationality : Indian  
Language fluency : English and Hindi  
Marital Status : Married

### **DECLARATION**

I hereby declare that the above information are true and correct to the best of my knowledge and belief.

