**CURRICULUM VITAE**

**NARENDER SINGH**

Address :- 310,3rd Floor, Aradhana Residency, Manglam city Hathoj, Jaipur, Rajasthan 302012  
Emai :- magic4uroyal@gmail.com  
Contact no :- 7737196922

**About Me:**

* Leadership & Management skills
* Confident in dealing with people at all level
* Fact organizing & collect information
* Interpersonal skill
* MS Proficiency (Word, Excel, PowerPoint)
* Positive attitude and full of dedication towards my work and duty
* Hardworking & flexible everytime for work

**Achievements:**

* Organized Blood donation camp in college
* Raised fund for charity of Kashmir flood victims
* **MS OFFICE** Certificate
* **Y.H.A.I** National Trekker
* **TALLY** Certificate

**Academic Qualifications:**

* PGDM AICTE, Taxila Business School, Jaipur, Rajasthan. (2016)

Dual Specialization: Major I: **Marketing**

Major II: **Finance**

* Bachelor in Business Administration **(BBA)**: Rajasthan University (2014).

**EXPERIENCE:**

Oyo Hotel & Homes (Jaipur)

Jan 2019 – Jan 2020

Designation: Sales Manager

**Responsibilities Include:-\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

* Drive Line Sales through rigorous cold calling and meeting potential clients/corporate/organizations to sell OYO Portfolio
* Identify/On-board/Develop Channel partners
* Periodic market Research for finding different avenues for demand, collecting competitors data and effective data mining for generating prospects
* Responsible for end-to- end Sales process from qualifying clients to closing the deals to retaining/acquiring new accounts/clients, in a specified region/market or channel sales
* Understand clients requirements and tailor-pitch the product portfolio accordingly
* Efficient Planning and Executing market-site visits within assigned region, maintain and review
* Maintain and review monthly Sales Tracker of accounts and targets

Gail India Limited (Ranchi)

Dec 2017 – Dec 2018

Designation: Fianance & Accounts

# Responsibilities Include:-

* Process Medical and Travel bills of Gail Employee via SAP.
* Book Record Keeping
* GST Purchase and Sales Report.
* Establish tables of accounts and assign entries to proper accounts.
* Making MIS report.
* Making DD for vendor payment.
* Perform various administrative functions for assigned accounts, such as recording address changes and purging the records of deceased customers.

IndiaMart Intermesh Ltd (Jaipur)

Aug 2015 – Nov 2017

Designation: Assistant Manager

# Responsibilities Include:-

## Prospect for potential new clients and turn this into increased business.

## Target geographic area to ensure a robust pipeline of opportunities.

## Meet potential clients by growing, maintaining, and leveraging network.

## Identify potential clients in and around the world, and the decision makers within the client organization.

## Research and build relationships with new clients in Domestic Market.

## Set-up meetings between client decision makers and company’s practice Leaders/Principals.

## Plan approaches and pitches.Work with team to develop proposals that Speaks to the client’s needs, concerns, and objectives.

## Participate in pricing the solution/service.

**Projects & Internships:**

* NGO internship**: The Akshaya Patra Foundation**: I did my Internship of 45Days with new subject Learning (**TIME & MOTION WORK**) as a Corporate Trainee.

My main responsibility was to analysis how many manpower engaged for work there and how much time they consumed for particular work.

* Corporate internship**: Lafarge Concrete**: I did 2nd internship of 2 Months and I had collected information from different construction sites in Jaipur

(**MARKETING MAPPING TO IDENTIFY LAFARGE CONCRETE**).

* **Slum research**: Studied the behavior problems and life style of slum area.
* **Candy activity**: Some foreigners came in our college for taking our sessions, they gave me a candy and for that candy I generated Rs.200.
* **Rs50 Activity**: All the teams got 50rs and we had to generate more revenue as much as we could and we collected Rs.1900.
* **Shoe police activity**: I had to collect charity by giving service of shoe police and I collected good amount **(**Rs **40000)**.

**Career Aspirations:**

To get a position in a company as a marketing management position & product management with a focus on giving project Coordination and Team Leadership.

**NARENDER SINGH**