



Shubham Sinha

Business Development Professional

Seeking a position in the company, where I can utilize my interpersonal skills and abilities to achieve professional growth while being resourceful, innovative and flexible, showing my retention skills when interacting with clients and providing them with the level of support they expect

✉ click2loginshubh@gmail.com

☎ 7277381933

📍 Shiv Shakti Colony, Manglagauri road, Gaya, Bihar-823001, Gaya, India

EDUCATION

High School

GYAN BHARTI RESIDENTIAL COMPLEX 9.4 cgpa
06/2010 - 05/2012,

Senior Secondary

DAV PS CANTT. AREA, GAYA 80%
06/2012 - 05/2014,

GRADUATION 1st division

MAGADH UNIVERSITY (GAYA COLLEGE)
06/2014 - 07/2017,

WORK EXPERIENCE

Business Development Manager Gaya, Bihar
22 July-2019 to 10 April-2021

SAVE SOLUTIONS PVT LTD.

Business Correspondant
SBI KIOSK BANKING
Customer relationship
Technical Assistance

SKILLS

Making MIS reports Monthly, Weekly, Yearly in MS-EXCEL

Making Data visualization with many social media platforms

Proficient in Ms-Office, Ms-Excel, Ms-word

Compile, Maintain and distribute the Reports as per process required

Interact with multiple Customers for their query regarding services and resolve their concerns remotely.

EXTRA QUALIFICATION

Fundamental Computer DCA for 6 months and English typing 30 wpm. Generate, Design, Develop and produce all analytical support for new and existing management reports.

ORGANIZATIONS

SBI kiosk banking
Technical assistance

PERSONAL SKILLS

I am a dynamic and smartworking, goal oriented person with a positive frame of mind. A challenging position in an organization, where I can enhance my skills and strengths and share my expertise in quality enhancement.

LANGUAGES

Hindi
Full Professional Proficiency

English
Full Professional Proficiency

INTERESTS

Board Games

Reading

Music

Volunteering