**CURRICULUM VITAE**

**HARSHVARDHAN SINGH**

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**CAREER OBJECTIVE:-**

* To work as professional in a challenging and a competitive work environment contribute to the growth of the organization and to strive for success at every level.

**TECHNOLOGY AND COMPUTING EXPERIENCE:-**

* Operating system: Windows XP,Windows-7,Windows-8
* Packages: MS-Office (XP), MS-EXCEL, MS-Word, MS-Power point, Tally 7.2 Erp-9, SAP.

**ACADEMIC QUALIFICATION:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Board / University** | **Year** | **Class/Marks** |
| S.S.C. | M.P.B.S.E | 2003 | First/75.4% |
| H.S.C. | M.P.B.S.E | 2005 | First/70.22% |
| B.sc(PCM) | A.P.S UNIVERSITY | 2009 | Second/50.23% |
| MBA(MARKETING) | DAVV INDORE | 2019 | First/69.5% |

**TECHNICAL EDUCATION:-**

* **TALLY CERTIFIED PROFFESIONAL** from Bangalore in 2007.
* **SEARCH ENGINE OPTIMISATION CERTIFICATE** from Webnomysis institute Indore in 2018.

**Professional Experience:**

**Organization: PARRY ENTERPRISES LTD (MURUGAPPA GROUP OF COMPANIES)  
Position: Executive (Sales& Marketing)  
Tenure: April 2009 to June 2013  
Job Profile:**

* Organizing sales visits.
* Demonstrating and presenting products.
* Establishing new business.
* Maintaining accurate records.
* Attending trade exhibitions, conferences and meetings.
* Negotiating contracts and packages.
* Aiming to achieve monthly or annual targets.

**Organization: TUFLEX INDIA DIVISION (MURUGAPPA GROUP OF COMPANIES).  
Position: Sales Coordinator (PMO)   
Tenure: June 2013 to June 2015  
Job Profile:**

* Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
* Ensuring the adequacy of sales related materials.
* Responding to complaints from customer and give after sales support when requested.
* Store and sort financial and non financial data in electronic form and present reports.
* Handle the processing of all orders with accuracy and timeliness.

**Organization: LOKSWAD MASALE.  
 Position: Assistant Sales Manager (FMCG)  
 Tenure: 13 June 2015 to 10 June 2017**

**Job Profile:**

* Dealing with any customer queries or complaints.
* Ordering and managing stock.
* Making sure sales targets are hit.
* Budgeting for the store.
* [Recruiting and training staff](https://www.totaljobs.com/careers-advice/job-profile/sales-jobs/recruitment-co-ordinator-job-description).
* Forecasting future sales.
* Design and implement a strategic business plan that expands company’s customer base and ensure its strong presence.
* Identify emerging markets and market shifts while being fully aware of new products and competition status.
* Maintaining & increasing sales of products in assigned area.
* Reaching the targets and goals set for given area.
* Establishing, maintaining and expanding customer base.
* Increasing business opportunities through various routes to market.
* Setting sales targets for individual representative and my team as a whole.

**Organization: RELIANCE JIO INFOCOMM LIMITED.  
 Position: Cluster Sales Manager** **Tenure: 13 June 2017 to Till Date**

**Job Profile:**

* Oversee the development of business plans and strategies by a sales department
* Analyze and survey sales territories to make proper adjustments where necessary
* Oversee the interviewing, hiring, and training of sales staff
* Ensure sales personnel adhere to company policies, rules, and regulation
* Assign sales territories and quota to sales units and representatives
* Develop and implement standards for productivity, customer-service, and quality of service
* Conduct sales forecast to determine company financial objectives and target market for a product/service
* Prepare and submit annual budgets to company executives for approval
* Visit existing and potential clients to offer products/services and to elaborate on product features
* Contact customers via cold calls, emails, and arranged meetings to secure sales deals and contract
* Build and maintain good working relationship with clients to create an atmosphere that fosters sales
* Monitor the performance of sales employees and provide the necessary guidance to improve efficiency
* Motivate and support sales teams to achieve set goals/targets
* Organize conference calls/meetings during which sales activities are discussed and appropriate decisions taken
* Present periodic reports to company directors on sales operations
* Analyze and interpret sales records and customer accounts
* Carry out research to identify new sales opportunities.

**EXTRA CURRICULAR ACTIVITIES/ACHIEVEMENTS:-**

* Represented Under-16 MP state cricket team.
* 2 Times best performer of the month (Real Estate) award winner
* Nominated as CMP LEAD on numerous occasions.

**PERSONAL DETAIL:-**

* Fathers Name : Shri Kapil Dev Singh
* Date of Birth : 04th August 1988
* Nationality : Indian
* Language Known : Hindi & English
* Address : 377/26 Nanda Nagar Indore (M.P.)

**DECLARATION:-**

* I hereby declare that all the information given above is true and I hold the responsibility of it authenticity.

Thanking you

Place:-Indore, Madhya Pradesh **HARSHVARDHAN SINGH**