CURRICULUM VITAE

## RAJAT SINGH

+91-9891211018

rajsin.rs24@gmail.com

# CAREER OBJECTIVE:

Enhancement of technical abilities, utilization of my knowledge in the field of electronics and communication engineering, Driven, results-oriented sales and marketing executive(online,offline) with expertise in dealer and consumer sales eager to contribute to optimizing revenue and profit performance for a progressive organization. Skills include: dynamic communication, business development, strategic planning, fiscal administration, national account management, consulting, e-commerce, advertising, & high-technology talents.

# QUALIFICATIONS:

|  |  |  |
| --- | --- | --- |
| Year/Examination | Board/University | Percentage/CGPA |
| 2005(10th) | C.B.S.E | 62.8% |
| 2007(12th) | C.B.S.E | 63.4% |
| Bachelor In Business Administration (2013) | CCS University Merrut | 6.32 CGPA |
|   |  |  |

**Career Skills / Knowledge :**

|  |  |
| --- | --- |
| * Inside and Direct Sales
* New Client Development
* New Product Case Development
* Competitive Strategy Development
* Long and Short Range Planning

**Search hospitality;****Team Leader:****(September 2016 to Till Date)** * Team leader with a team of 6 supporting staff and looking after Coordination.
* Helping customers finalizing international tour packages and flight Tickets.
* Interacting with overseas business partners.
* Coordination and monitoring the outcome.
* Give pre guidance and decision making.
* Responsible for realizing outstanding outstanding amount From corporate clients.
* Act as interface between clients.

**Webcom Technologies****(July 2015 to August 2016)*** The company undertakes corporate training programs for the Corporate sector at large.
* Giving modular in Embedded Technologies, ERP training, .NET, J2EE. In a short span.
* The company has an impressive list of clients globally.
* Intend to provide unmatched quality & standard trade training giving unprecedented platform to make big money and futuristic career.

**Responsibilities:*** Researching and identifying sales opportunity, generating invoices, target identification and classification.
* Reaching out to new candidates and pitches outlining the benefits of product/ services.
* Understanding the client requirements and then customizing the product/ services as per their needs.
* Maintaining relationship with all potential and existing clients.
* Ensuring proper servicing and after sales support to clients.
* Manage operational process consistently and track multiple tasks.
 |  |

**Key Responsibilities:**

* Successfully Execution of Entire Task.
* Solve the customer query and provide him genuine solution. .
* Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
* Responsible to handle the telephone enquiries.
* Make daily work plan with proper timing.
* Provide general information to the customers.
* Manage the daily incoming of the customers.
* Manage the documents in proper way.
* Handle all the other responsibilities related to the job.

**Strength:**

* Self Motivated.
* Manpower management.
* Analytical & interpersonal skills.
* Good communication skills.

 Supporting Nature

**Computer Skills:**

* MS Office, Excel, Power point.
* Internet, Browsing, etc
* Well verse in Hardware as well as in software too

# Software Skills:

MS Office, CISCO Packet Tracer

# INTEREST’S & HOBBIES:

Keen Interest in latest Technology And Gadgets. Social working.

Traveling and exploring new places. Driving, gymming, watching movies, music.

# OTHER INFORMATION:

I am conversant in English and Hindi.

I have good managerial and technical skills.

Able to work under pressure with a positive frame of mind.

# PERSONAL DETAILS:

 Father’s Name : Mr. O.P Singh

Date of Birth : 20th JAN 1990

Marital Status : Single

Hobbies : Traveling, Music & trekking.

Personal Traits : Hard working, dedicated and optimist.

Nationality : Indian

Language Known : English and Hindi

Passport : Available

Address : Flat E 1102 Nirala Eden park, Ahinsa Khand 2, Indirapuram, Ghaziabad – 201014 (UP)

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

##  (RAJAT SINGH)