CURRICULUM VITAE

## RAJAT SINGH

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# 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)