

ADITYA DEV SINGH

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I am a passionate recent virtual assistant and I had done various data mining and customer management work in my recent job profile. I have the ability to make fast decisions in critical situations. Since I have worked as a virtual assistant I also have a good command of communication. Customer Management and Data Analyst are the major job profiles which I am looking for. I'm willing to work in a challenging environment where I can groom my skills.

EDUCATION

Bachelors in Commerce, Devi Ahilya University

Major in Advertising & Sales Promotion

Grade A

Duration of course- 2018-2021

Indore, Madhya Pradesh

Diploma in Computer Application (DCA)

Makhanlal Chaturvedi National University of Journalism

Grade A

Duration of course- 2017-2018

Bhopal, Madhya Pradesh

HSC, Garments Public School, Indore

Major in Commerce

Grade A

Duration of course- 2016-2017 Indore,
Madhya Pradesh

EXPERIENCE

1. Virtual Assistant

Organization Name: **Hammoq Infosystems Pvt. Ltd.**

Job Tenure: August 2021 - December 2021

Job Location: Indore, Madhya Pradesh

Achievements/Tasks

Managed US-based customers and communicated with them regarding their concerns

Led a team of 5 and performed all the jobs as team leader.

Managed the work of drafting and listing of products on the E-commerce platform.

Identified the resale value of all the products and listed them in the right website, so that they can be sold as quickly as possible.

Performed data mining work to get the brand and model number of products.

Worked on various types of products like Footwear, Clothing and Cosmetics.

Performed the tasks by given timeline and took the feedback of customers.

2. Customer Support Representative

Organization Name: **Hitech Digital Solution Pvt. Ltd.**

Job Tenure: May 2022 to June 2023

Job Location: Remote

Achievements/Tasks

I was working on a GPS Based project in my most recent project for the company.

Worked on data collection and data mining on my first project.

Worked with a UK based client and communicated with them as per project needs.

Worked on GPS based tagging systems where my task was to identify the point on the map from the images.

Enhanced my communication skills throughout the job tenure.
Performed the tasks by given timeline and took the feedback of customers.

SCHLORSHIP

Medhavi Chatra Scholarship

Got 100% fees concession for pursuing higher education.

Institute/Organization: Madhya Pradesh Government

1. Intermediate English language

Institute: Government arts and commerce college, Indore

2. Complete web development boot camp

Institute: Udemy

LANGUAGES

Speaking Languages

English- Advance listener, Intermediate speaker, Advance reading and writing

Hindi- Native language

SKILLS

1. Wordpress development- Intermediate

2. Google cloud- Advance

3. Data Mining- Intermediate

4. Microsoft Word- Advance

5. Microsoft excel- Intermediate

6. Microsoft powerpoint- Intermediate

INTERESTS

Playing chess

Reading fiction, Non-fiction novels