



Abhishek Singh

Executive Assistant
Master of Business Administration
Operation Management
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Indian Institute Of Management, Lucknow

EDUCATION

| Degree/Certificate | Institute/Board | Year |
|--------------------|--|-----------|
| PGDM | Institute of Management Studies, Ghaziabad | 2018-2020 |
| B.Com (Honours) | Integral University, Lucknow | 2014-2017 |
| Senior Secondary | CBSE Board | 2014 |
| Secondary | CBSE Board | 2012 |

EXPERIENCES

- Indian Institute of Management, Lucknow (Executive Assistant)** Aug. 2023 - Till
Provide administrative support by managing schedules, coordinating meetings, handling official correspondence, and maintaining records and databases. Manage calendar activities, coordinate communication with stakeholders and government organizations, and support procurement and inventory management. Assist faculty and students with inquiries, contribute to event planning and logistics, and collaborate across departments to enhance efficiency and compliance with institutional policies. Oversee project-related tasks, including documentation, research, budget oversight, and process optimization. Ensure quality control of journals, facilitate journal publishing, and build reviewer networks.
- Tai Infotech Pvt. Ltd. (Business Development Executive)** Jan. 2022 - Jul. 2023
Experienced in acquiring and retaining clients, developing business proposals, negotiating pricing, and implementing improvements based on client feedback.
- Edukyu Pvt. Ltd. (Career Development Manager)** Jan. 2021 - Dec. 2021
Provided comprehensive career counseling and development sessions for professionals, designed structured programs to facilitate student career exploration, and offered continuous support through workshops and individual guidance.

INTERNSHIP

- Tata Motors Ltd.** Jun. 2023
Possesses in-depth knowledge of FIFO system implementation, with expertise in waste elimination management from the production line and successful application of FIFO in store operations.

KEY COURSES TAKEN

Project Management, Total Quality Management, Relationship Management, Service Operations Management, and Six Sigma

TECHNICAL SKILLS

- Tools :** Project Management, Power BI, Agile, SQL and MS- Office
- Soft Skills:** Communication Skills, Problem-Solving, Team Collaboration, Time Management, Adaptability, Leadership, Interpersonal Skills, Analytical Thinking, Client Relationship Management, Calendar Management.

POSITIONS OF RESPONSIBILITY

- General Secretary:** Marketing Club, IMS Ghaziabad 2018
- Member:** Clean and Green Club, IIM Lucknow 2024

ACHIEVEMENTS

- Received "Best Performing Office Award" for Dean of Research Office, IIM Lucknow 2024
- Secured 2nd Position** in Ad-Mad Show, IMS Ghaziabad 2019
- 1st Position** in Know Your Nation Debate Competition 2016

CERTIFICATIONS

- Google Project Management Professionals.
- IBM Generative AI for Project Manager Specialization.
- Microsoft Power BI Data Analyst Professional Certificate.
- MS-Excel 2023 by Microsoft
- Lean Six Sigma by Udemy