**Vijay.I.Singh**

**Room No 1, Rameshwar Dham, Opp. Amar Jyoti School, Navghar Road, Bhayander (E), Thane – 401 105.**

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**OBJECTIVE**

To work with an organization where my knowledge, experience & my skills can be utilized at the maximum & at the same time hence get opportunities for career enhancement & professional with a progressive organization that has the opportunities for advancement using my creativity & innovative talent with analytical & administrative skill commitment of perform quality work.

**SKILLS SUMMARY**

* A good decision-maker, who is well organized resourceful and efficient,
* Quick learner and has the ability to handle multiple tasks
* Possess sound customer service and relationship building skills
* Equally effective working in management project and as a member of Team.
* Ability to motivate, support and train team members
* Creativity and initiative to achieve both personal and corporate goals.
* Ability to communicate effectively and handle multiple tasks simultaneously
* Excellent communication and interpersonal skill.
* Tenacity, determination, honesty and sincerity in my endeavors.

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| **CURRENT WORK Summary** | |
|  | Over 3 years of experience in various sectors such as Business Development Executive, Media Buying & Planning, & client servicing etc.   * Working with Mid-day as Sales Executive includes interacting with Agencies, Clients. * Worked with Times of India (Biz Trends) as Business Development Executive. * Worked with Aditya Media as Media Executive - Media Planning & Buying profile, Media Buying Planning and client servicing etc. * Worked with Hopes media Solutions Pvt. Ltd. As a Business Development Executive cum Client Servicing Executive.   **Profile Includes**   * + Identifying prospective clients and interacting with them.   + Execute entire advertising activity.   + Tracking industry segments.   + Clarifying clients requirements   + Developing the proposals   + Negotiating with clients and customizing the proposal as per costs requirements   + Follow-up with clients.   + Updating clients with key developments. |
| **COMPUTER SKILLS**   * Working knowledge of MS-Office, Word, Excel & PowerPoint * Internet & Email * Coral Draw | |
|  | **Academic Qualifications:**   * Passed SSC with 1st Class (Maharashtra Board) * Passed HSC with 1st Class (Maharashtra Board) * Bachelor of Mass Media (BMM) Passed from Viva College with distinction (Journalism). |
|  | **PERSONAL DETAILS:-**   * **Date of Birth : 8 August, 1988** * **Father's Name : Indraprakash Singh** * **Sex : Male** * **Civil Status : Single** * **Language Proficiency : English, Hindi**      * **Home Town : Mumbai, India** * **Nationality : Indian** |
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**REFERENCES AVAILABLE UPON REQUEST**