**CURRICULUM VITAE**

PRABHJOT SINGH

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Career Objective

To use my professional skills in best possible way for achieving the company’s goal as well as my personal goal and to build long term career in a marketing sector with the opportunities for career growth.

Professional Profile

An experienced marketing professional armed with a post-graduate degree in marketing and human resource from Manav Rachna International University, Faridabad. Consistent academic record accompanied by an impressive track record of outdoing targets and thereby successfully completing 2 years at JUST DIAL LTD. As Business Development Executive

Academics

* Masters in Marketing from Manav Rachna International University, Faridabad
* B.COM from SGND Khalsa College, DELHI UNIVERSITY.
* Class 12th (Commerce Stream with Mathematics) from G.T.B 3rd centenary public school, New Delhi (CBSE Board) in 2007
* Class 10th from G.T.B 3rd centenary public school, New Delhi (CBSE Board) in 2005.

Specialization

* Marketing
* Human Resource

Internship

Worked as Management Trainee with UNITECH Pvt. Ltd. (Uninor), Gurgaon (Duration: 8 weeks) as a part of MBA curriculum.

* Consolidating list of clients, addressing their queries, response, and their likings about the products of the company.
* Finding their satisfaction level for the companies’ services through survey in MEERUT.
* Corresponding on the behalf of the organization with the client.

HIGHLIGHTS

* Dealt with the customers as well as with the retailers for the new promotional scheme (service) to be launched by the company so that the company will be able to know the response from the both before launching the product.

Organizational Experience

Since June’13 with Just Dial Ltd., Noida as Business Development Executive

Highlights:-

* Distinction of consistently achieving monthly sales targets.
* Contributing in increasing the contracts sign up for the company.
* Meeting the clients and convincing them how important is the service for them.
* Developing new clients and negotiating with them for securing profitable business.

Professional Qualifications

* Tally ERP 9 certification course.
* Good knowledge of MS-office and Internet Applications.

Core Competency

* Excellent written and verbal communication skills
* Proven ability to gather, collate and use data effectively
* Ability to manage multiple-tasks
* Strong decision making skills
* Good team player and ability to lead a team
* Confident and poised in interaction with individuals at all level

MBA Job Description

* Sound knowledge of new market trends and technology and constantly updated on emerging technologies.
* Able to discuss product details, conduct presentations & demonstrations.
* Strong in spoken & written English, Good and pleasant personality, Excellent in presentation, negotiation skills, sales concept, strategies, and life cycle.
* Willing to work in a target based environment

Achievements

* Done CSR (Company Social Responsibility) project of 2 months successfully.
* Won prize in intercollegiate pool competition and Interschool Cricket competition.
* Leadership award for World Management Day in the college

Personal Details

Date of Birth : 8th January, 1990

Contact Address : Plot no: - 83, Chand Nagar, New Delhi – 110018

Location Preference : Delhi-NCR

Language : English, Hindi, Punjabi

Nationality : India