

## CURRICULUM VITAE

**SURYA PRAKASH SINGH**

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**To work in a professional and symbiotic fraternity where I can move on a path of self-development along with justifying my job profile in the most efficient way.**

### **PROFESSIONAL SYNOPSIS**

- A dynamic professional with 3.5 yrs experience in Marketing and Sales.
- Currently Associated with KOTAK MAHINDRA BANK as Asst. Manager.
- Previously Worked with SHIVA AUTO CAR INDIA PVT. LTD. Since feb2012.
- Previously Worked with GO MOBILE (I) PVT. LTD., as a Sales Executive.
- Demonstrated abilities in Marketing & sales
- Adept in cementing brand awareness, customer relationship, handling customers query.
- An effective communicator with excellent relationship building & interpersonal skills.

### **EXPERTISE DOMAIN**

#### **❖ Client Relationship Management**

- Developing relationships with target customers for business development.
- Responsible for the establishing the interpersonal relationship with the customer
- Taking care of the satisfaction of the customer by providing the maximum satisfaction through facilitating services.
- Maintain the queries of the customers for analyzing their needs & to know better your customer.

#### **❖ Marketing Co-ordination**

- Responsible for the general duties like, answering the queries of the customer, making deliveries, scheduling appointments and meeting customers.
- Created a thorough information management system which allowed for all files to be physically stored securely.

### **ORGANIZATIONAL EXPERIENCE - 3year 2months**

<u>Tenure</u>	<u>Company Name</u>	<u>Designation</u>
Feb 2014 to till date	KOTAK MAHINDRA BANK	Asst. Manager
Feb. 2012 to Dec 2013	SHIVA AUTO CARS	Sr. Sales Executive
June 2011 to Jan 2012	GO MOBILE PVT.LTD.	Sales Executive

### **2 MONTHS SUMMER TRAINING**

**Organization:** RELIGARE SECURITIES, in Kanpur during regular course of MBA  
In 2009-2010

**Project Report:** "Relationship Marketing in Capital Market" in Religare Securities Limited"

**Bank Training:** One Month Diploma in banking sector at Noida (I.T.M)

**Research Report:** Done a project on **MARKETING** in the organisation during the fulfilment of the regular MBA course in 2010-2011

## STRENGTHS

Possessing Effective communication & interpersonal skills along with a hard working attitude & commitment to delivery.

- Contributes by sharing knowledge.
- Ability to learn quickly and highly self-motivated.
- Excellent communication and presentation skills.
- Hard worker & Loyal to self as well as towards the organisation.

## COMPUTER PROFICIENCY

MS-Office - (MS-Word, MS-PowerPoint)  
Database - (MS-Access)  
Operating System - (Windows 98, XP, Vista)  
Familiar with the use of internet

## QUALIFICATIONS

- MBA (REGULAR) – (Marketing & FINANCE) from IVSIT MATHURA in 2011.
- Bachelor of Commerce (REGULAR) from DELHI UNIVERSITY, in 2008.
- Intermediate from UP Board, in 2005.
- High School from UP Board, in 2003.

## PERSONAL DETAILS

- Date of Birth : 12 JAN, 1989
- Present Address : F 102, Laxmi Nagar, New Delhi
- Languages known : English and Hindi
- Marital Status : Married
- Nationality : Indian

## REFERENCES

- 1 Mr. Satya Singh  
B. Tech, UPTU, India  
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- 2 Mr. Rachin Srivastava  
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