#### CURRICULUM VITAE

**VIKAS SINGH**

### Mobile:7737613585

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**Career Goal**

A professional opportunity in that to perform in Sales & advertising management and marketing set up.

**Educational Background**

* I have completed B.Com in 2010 from Rajasthan University.
* Completed MBA (2011-13) (Specialization : Marketing & Finance ) from Gyan Vihar University, Jaipur.

**Professional Excellence Summary**

* Have thorough knowledge regarding mass communications with the essence of consumer associations.
* Have adequate knowledge regarding marketing and sales support.
* Done extensive Researches on various features of advertising and promotions.
* Have over 2years of experience and the capacity to adopt new concepts of advertising.

**Computer Programming Skills**

* Basic & Internet Browsing.
* Customer Relationship Management Software (Enquiry Management).
* Website & Online advertisement updation.
* Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook Express.

**Professional Background**

**Ashadeep Group**

2013- Present date: Work as the Media & Marketing Planner with the following responsibilities

* Print Media, Online marketing co-ordinator.
* Provide maintenance for media contracts as well as various rate books.
* Take necessary measures for verifying information correctness.
* Provided necessary coordination regarding planning, updating and management to monthly, weekly and periodical updation report on website etc.
* Coordinating & Negotiating with company different vendors for advertising & Online Marketing.

**Rajasthan Patrika, Jaipur**

2010-2011: Worked as the Administration Executive for the Rajasthan Patrika, Jaipur with the following responsibility

* Maintaining Employees attendance & Leave record.
* Get HR manager approval on extension of contractual period of employees.
* Maintaining a record of contractual employees of all Branches.
* Send attendance to the accounts department at the end of the each month for a purpose of salary and maintaining leave records of contractual employees.
* Co-ordination with different branch executives.

**Date: (VIKAS SINGH)**