### OBJECTIVE

A Post Graduate in Social Work specializing in Industrial Relations and HRM with prior experience in Social & Personnel Management in different roles seeking new avenues in Corporate Banking.

### SKILL SETS

Consultative selling, Strategic Planning, Project implementation, Stakeholder management, Primary/Secondary Research, MS-Office.

### BUSINESS EXPOSURE

**Multi Management Services – Client Relationship Manager April 2014 - Present**

* Primarily focus on cross-sell propositions, adding new clients, analyze the business level & classify the clients
* Single point of contact between clients and vendors for end to end wedding planning and execution
* Responsible for negotiating with clients in terms of pricing and package offering of the company
* Ad-hoc responsibilities included client acquisition via different online media.

**Anchal Charitable Trust – Project Coordinator (Disaster Risk Reduction) June 2012 – May 2013**

* Responsible for execution of Disaster Risk Reduction projects in collaboration with Organizations With ‘Save the Children’ and ‘SEEDS’

**Multi Management Services – Client Relationship Manager Jan 2010 - Feb 2012**

* Single point of contact between clients and vendors for end to end wedding planning and execution
* Responsible for negotiating with clients in terms of pricing and package offering of the company

### PROJECTS UNDERTAKEN

**Delhi State Aids Control Society (DSACS) – Evaluator (Targeted Intervention) Jan 2012 – Mar’ 2012**

* Evaluated about 8 organizations targeted towards welfare of sex workers on the basis of services & facilities provided to them and adherence to standards, rules and other governance norms.

**Bharat Heavy Electricals Limited (BHEL) – Project Trainee May 2009 – July 2009**

* Worked and submitted a project titled Job Analysis.

**Diesel Locomotive Works (DLW) – Personnel Dept Trainee Aug 2008 – Oct 2008 / Jan 2009 – March 2009**

* DLW is a unit of the Indian Railways & Government of India wherein I underwent vocational training

### ACADEMIC CREDENTIALS

|  |  |  |  |
| --- | --- | --- | --- |
| YEAR | DEGREE / CERTIFICATION | BOARD/UNIVERSITY | RESULT (% / DGPA) |
| 2009 | M.A Social Work (Industrial Relations & HRM) | Banaras Hindu University | 80.08% |
| 2007 | B.A (Hons) Sociology | Banaras Hindu University | 53.05% |
| 2004 | Intermediate | C.H.G.S Varanasi CBSE Board | 68.60% |
| 2002 | High School | Bihar State Board | 68.85% |

### ACTIVITIES UNDERTAKEN

* Worked for the Integrated Institute for the Disabled, Varanasi in first year of Masters, continuously for 2 semesters
* Worked as a Summer Trainee/Volunteer for Prayas NGO, Delhi
* Workshop on "Research and Methodology" (24th and 25th Jan, 2008) at Banaras Hindu University (BHU), Varanasi.
* Workshop on Drug Abuse Prevention Organized by Society for promotion of Youth & Masses (SPYM), (12th Dec, 2008), B.H.U, Varanasi.

### LANGUAGES PROFICIENCY

English, Hindi

### ADDITIONAL INFORMATION

Date of Birth:15th October 1987

Marital Status- Unmarried

Corr Address: C/o Dr. R.P. Singh, A-6 Pusa Apartment, Sector- 15 Rohini, Delhi, Pin Code- 110085

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

**Place:** Delhi

Madhunita Singh