**Harjot Singh**

***#758 , Sector 10-A,***

***GURGAON, INDIA***

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**Phone:** 00919971082885

**National Insurance Number:** SP651905B

**Passport No:** K5777950

**Personal Profile:**

I am an energetic and ambitious Post Graduate from University of East London, have completed M.B.A. In International Business Management. I am a good team player and all-rounder with efficient work experience who thrives on challenges, taking on and dealing with all projects as required and assisting wherever necessary to ensure all work is dealt with on time. Works well under pressure in a calm and efficient manner, prioritizing work well and always completing daily tasks. Good organizational and planning skills, can work on my own initiative - dealing with business matters/queries as they occur. Especially enjoys work of a creative nature, including presentations, designing of forms, tables, leaflets and document merging. Expertise in doing deep Research, making policies and Strategies, Coordinating with Clients, Signing MOU and Closing Deal, Managing team.

**Qualification:**

**MBA** (Master of Business Administration in IBM) - 2013 to 2015 from University of East London , United Kindom.

**BTECH** (Bachelor of Technology in ECE) - 2007 to 2011 from Punjab Technical University, India - 4 years course.

**Intermediate** from **PSEB** in 2007.

**High school** from **CBSE** in 2005.

**IT Skills:**

**Computer proficiency in MS-Word, Excel and PowerPoint.**

- 2008 Completed C, C++ course from Brainwave Software service group in Nov 2008-Feb 2009

- 2007 HTML

**Curriculam Activities:**

**. Project management work** - Analysis of the Jubilee line extension project of London underground.

**. Final project**(**Dissertation) -** Impact of **Experiential Marketing** on the consumer behaviour in the UK clothes retail sector**.**

**Experience summary:**

**Assistant Branch Manager for Submania Ltd. , Shoreditch, London**

**15th April 2014 - 12th May 2015**

* 1 year experience as a Customer Relationship Executive
* Previously worked as Retail Operative
* Worked with textile garment manufacturing company as an IT and Business support Engineer

**Employer Name:** Submania Ltd., Shoreditch , London

* Post: Senior Associate / Assistant Manager
* Work Experience: April 2014 - May 2015
* Area of working:

1. Business Development , Direct Marketing

2. Business Management, Branch Maintence and Management

3. Client Facing , Customer Service , Customer Relationship

4. Human Resource Management , Recruitment of new employees,

Team Management , Conducting trainings for new members

5. Online Ordering , Delivery Management

**Main Responsibilities:**

To assist in the overall running of the branch and provide efficient service.

To manage the everyday sale.

To manage the people with in the company.

To provide the excellent customer service to the customers.

To provide the new energetic staff to the company.

To manage the old and train new staff members.

To assist in unpacking and checking off the new deliveries and use the stock as required.

**Previous Profile:**

**Employer Name**: Pound stretchers ltd., Stratford , London

* Post: Retail Operative and Customer Assistant (p/t)
* Work Experience: Nov. 2012 - FEB. 2013
* Area of working: Customer service

**Employer Name:** Orient clothing Co. P. Ltd, Gurgaon , India

* Post: Engineer , IT and Business support
* Work Experience: Sept. 2011 - Aug. 2012
* Area of working: IT and Business support
* Learned production related work while working in company

**Achievements:**

* Managed and implemented new process successfully
* Reduced data processing time

**Extra and Co-curricular Activities:**

College Level - 2010

Member of college cricket team

Active Participate in Blood donation camp. held at college campus SVIET- Chandigarh

School Level - 2003 to 2004

Member of School Cricket team and Member of School Kho-Kho team.

**SKILLS:**

Linguistic skills:

Proficient in English, Hindi, Punjabi.

Beginner in German , Spanish.

Communication skills:

Learned good communication skills while working in the customer service industry.

Skill Set:

Team work

Leadership

Good Interpersonal Skills

Good Listener

**Personal and Additional details:**

**Name:** Harjot Singh

**Nationality:** Indian.

**Marital Status:** Single.

**Interests and Hobbies:**

Enjoy travelling, driving, listening to music, gaming and love watching Animation. In my spare time, love to play cricket, enjoy sightseeing. Socializing is also one of my intersets.

**REFERCES:**

Referces are available on Request.

**Place:** London

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