

---

# RUPESH KUMAR SINGH

C/O RAJIV SINGH, FLAT NO. 7, PLOT NO. 12, VAISHNAVI PARK,  
DATTA NAGAR, CHUNCHLE, NASHIK, MH - 422010  
8285069575 | rupeshks9575@gmail.com

---

## PROFESSIONAL SUMMARY

Multi-tasking Assistant Manager well-known for creating positive environments where employees can thrive and succeed. Detailed and fast-paced team player. Pursuing new sales-driven role where hard work and dedication will be highly valued. Excellent conflict resolution skills and more than 6 years of experience.

---

## SKILLS

- Staff & Operations Management
  - Computer literate
  - Natural leader & Motivated team player
  - Communication ability in English and Hindi
- 

## WORK HISTORY

### VATSGRAM MARKETING

Assistant Manager | Khagaria Bihar | December 2017 – January 2019

- Team handling & responsible to addressing customer inquiries solving problems and providing new product information.
- Vendor management
- Data and MIS handling.

### GREEN LENS VERIFICATION PVT LTD

Assistant Manager | New Delhi | April 2017 – November 2017

- Client handling – Addressing problem with clients to promote quick and successful resolution.
- Handling Employee background verification department.

### TACT INDIA PVT LTD

Senior Research Associate | Gurgaon, HR | March 2014 – February 2017

- Client handling – Addressing problem with clients to promote quick and successful resolution.
- Handling Employee background verification Team.

### EL CAMINO TECHNOLOGIES

Customer support Executive | Gurgaon, HR | April 2013 – February 2014

- Documentation all customer enquiries and comments thoroughly and quickly for website moderation.

### DEFENCE SERVICES OFFICERS' INSTITUTE (DSOI)

Computer Operator | Gurgaon, HR | June 2012 – December 2012

- Resolving customer query and problems.

### AEGIS BPO SERVICES (GURGAON) LIMITED

Customer support Executive | Gurgaon, HR | September 2009 – February 2011

- Resolving customer query and problems.
-

---

## EDUCATION

### **BACHELOR OF ARTS (PSYCHOLOGY HONOURS.)**

Lalit Narayan Mithila University | Darbhanga, Bihar | 2012

### **INTERMEDIATE (+2) Arts**

Bihar Intermediate Education Council | Patna, Bihar | 2006

### **SECONDARY (10<sup>th</sup>)**

Bihar School Examination Board | Patna, Bihar | 2003

### **COMPUTER DIPLOMA COURSE**

Adarsh Technical Training Institute | New Delhi | 2010

### **Mobile Hardware & Software Training**

Adarsh Technical Training Institute | New Delhi | 2010

---

## ADDITIONAL INFORMATION

**Date of Birth:** 10th February 1988

**Permanent address:** Village: Durakpur, Post: Sahebpur Kamal  
District: Begusarai, Bihar - 851217

**Hobby:** I like to practicing and teaching yoga.

---