

## Resume

### **Career Objective -**

Always seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

### **Personal Information-**

Name	: Jyoti Birendra Singh
Residence Add	: 26/ shyamvrand tenement,India colony Bopal, Ahmedabad
Contact	: 8160781463, 9429888425
Email Id	: js02074@gmail.Com
Date of Birth	: November 22, 1994
Nationality	: Indian
Sex	: Female
Marital Status	: Unmarried
Language Known	: Hindi, English & Gujarati
Mother Tongue	: Hindi

### **Career Experiences-**

#### **1- Changodar technical & placement institute :-**

**Centre incharge**

**22<sup>nd</sup> Aug 2016 to 31<sup>st</sup> Dec 2016.**

Work summary:-

- Primary responsibilities included counselling & admission of students.
- Responsibilities included looking into the overall activities of the centre, student enrolment, scheduling of classes, accounts, coordinating with faculty, tie up with schools for various activities.
- Tie-up with various companies for job placement of the trainee's.

#### **2- Smartek Business Global Pvt Ltd**

**Admin/Hr assistant**

**1<sup>st</sup> Jan 2017 to Feb 2018**

Work summary:-

- Create reports for senior management
- Help organize and manage new employee orientation, on boarding & training programme.
- Manage & update HR database with different information such as new hires, leaves, termination, & day off.
- Calculate & check expense vouchers & maintaining records.

### **3- Sachchade Food Pvt Ltd**

**Sales Executive**

**11<sup>th</sup> march 2018 to till date.**

**Work summary:-**

- Conduct market research to identify selling possibilities & evaluate customer needs.
- Actively seeking out new sales opportunities through calling, networking & social media.
- Keep records of existing customers as well as new customers.
- Follow up with customers for payments & new orders.
- Handle all B2B portals ( eg:-IndiaMart , Tradeindia , Amazon , flipkart etc)

### **Educational qualification-**

- I have done my SSC from PB Kotak English memorial Rajkot in 2011.
- I have done my HSC from Godavari school Pune with 78% mark in 2013.
- I have done my Bachelor of Arts with psychology specialization from Gujarat University Ahmedabad first class with distinction in 2013-16.

### **IT Education-:**

- Basic knowledge of MS office
- Through understanding of social media & social media analytics.

### **Hobbies-**

- Travelling
- Listening Music
- Reading Books
- Making Friends

### **Strengths-**

- Hardworking
- Responsible
- Punctual

### **Declaration-**

I hereby declared that all the above mentioned information's are true.

**Yours Truly  
Jyoti Singh**