



# MAHAK SINGH

📍 Ghaziabad, India 201206

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## SUMMARY

Orderly and committed administrative assistant offering over seven years of solid skills in customer relations and resilience to handle challenges of fast paced professional and good multitasking abilities and a self motivated personality, comfortable working alone or with the teams to accomplish on-time and accurate clerical tasks.

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## SKILLS

- Visionary leadership
- Corporate messaging and speechwriting
- Key Account Management
- Problem Identification
- Innovative thinking
- Account Management

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## EXPERIENCE

### SENIOR SALES ADVISOR, 11/2022 - 10/2023

**Aakash Byjus**, Noida

Customer handling, customer support, sales manage

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### OPERATIONS EXECUTIVE, 10/2017 - 10/2022

**PS ENTERPRISES**, Ghaziabad

- Responsible for overseeing and direction of firm day to day's activities to ensure efficiency and productivity

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### COMPUTER OPERATOR, 10/2016 - 09/2017

**Home shop 18**, Ghaziabad

- Managing data from the website and cross forward the current orders as quickly as possible

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## EDUCATION AND TRAINING

### SD College(Ccs University), Ghaziabad UP, 05/2020

**Master of Arts: Education**

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### SD College(Ccs University), Ghaziabad UP, 05/2018

**Bachelor of Arts: Education**

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### NIOS, New Delhi, 05/2015

**Intermediate: Fine Arts**

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**LANGUAGES****English:**

Advanced

C1

**Hindi:**

Proficient

C2