



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.

SKILLS

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

EXPERIENCE

SENIOR SALES ADVISOR, 11/2022 - 10/2023

Aakash Byjus, Noida

Customer handling, customer support, sales manage

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

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

EDUCATION AND TRAINING

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

Master of Arts: Education

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

Bachelor of Arts: Education

NIOS, New Delhi, 05/2015

Intermediate: Fine Arts

LANGUAGES	English:	C1	Hindi:	C2
	Advanced		Proficient	