



PRIYANSHU SINGH

**ADD-Vill. Po.-Sector 56
Badshahpur Gurugram
(HARYANA- 122102)
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Summary

My objective is to be a part of an organization where I will be able to utilize my talent to the benefit of the company and make a platform to develop myself as a successful professional in future for getting a good position in an organization.

Highlights

- Ability to handle work pressure effectively in office dynamic and multi-tasking environment
- Leadership quality and aspirant for honours.
- Possess excellent people management, effective communication and strong interpersonal skills, adept at handling administrative/operational tasks, Report development, and Schedule management.
- Managing client's requests and coordinating between senior management and customers.
- Possess excellent communication and presentation skills, ability to work effectively with and leading of teams, and a proven safety record.
- Promotes team spirit and works collaboratively to achieve team goals.
- Self-directed, Results-oriented, Labour relations.
- Analytical and Logical Skill Sets.
- Communication & Presentation Skills.
- Strategic Management & Leadership Reports
- Training & Development, Quality Management, Target Achievement.
- Database Relationship Management.
- Computer Skills: - Microsoft Office, OS & Software Installation, Troubleshooting

Work Experience

“BCS Consultive Pvt. Ltd.”

Feb 2020-currently working

Designation: Asst.Center Manager

Notice period of 15 Days

Project

**Deen Dayal Upadhyaya Grameen
KaushalyaYojana (DDU-GKY)**

Deen Dayal Upadhyaya Grameen Kaushalya Yojana or DDU-GKY is a Government of India youth employment scheme. The Vision of DDU-GKY is to "Transform rural poor youth into an economically independent and globally relevant workforce". It aims to target youth, in the age group of 15–35 years. DDU-GKY is a part of the National Rural Livelihood Mission (NRLM), tasked with the dual objectives of adding diversity to the incomes of rural poor families and cater to the career aspirations of rural youth.

Roles and Responsibilities

- Responsible for new area identification and centre setup according to Govt. Guidelines.
- Complete all work before deadline.
- Mobilization and batch planning.
- Centre and hostel management.
- Cost control.
- Documentation and training according to SOP.
- Placements.
- Handle govt. visits

ADROIT PHARMACEUTICALS PRIVATE LIMITED

July 2018 – AUG 2020

Project

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Designation

Training & Placement Manager **(BARIELLY)**

- To correspond to prospective companies for interview date and schedule of events.
- To arrange for interview facilities at the campus.
- To receive the personnel and provide necessary inputs about the training and to co-ordinate placement co-coordinator for smooth functioning at various locations.
- To collect the appointment letters or correspond to get them as soon as the interview is over.
- To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
- To identify a standby placement officer to take over the responsibilities during the absence of Placement Manager.

EDUCATION

Degree	Year Of Passing	Institution
BSC	2018	Kanpur University
10+2	2015	UP Board
10th	2013	UP Board

AREAS OF INTEREST

- Traveling and Photography.
- Interacting with people
- Playing Kabaddi & Kho-Kho.

PERSONAL DETAILS/OTHER INFORMATION

Father Name - : Late Sukhvendra Singh
Mother Name : Mrs. Ramita Singh
Date of Birth : 25-03-2000
Language : English , Hindi
Extra Curricular Activities : Computer Hardware & Software Repairing, Troubleshooting, Networking
Marital Status : Unmarried
Nationality : Indian
References : Available upon request
Sex : Male
Permanent Add- : Shubhash Nagar Hardoi(241001)

Date:- 03/12/2022

Place- Gurugram



Signature