



GARIMA SINGH

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Intend to build a career with leading corporate with committed and dedicated people, which will help me to explore my skills, knowledge and potential. Willing to work as a key player in challenging and creative environment.

Profile Snapshot:

- A competent professional with over 2.10 years of experience in Business Development, Client Relationship, Customer Service & Event Management and Sales.
- Currently associated with Human Science India as Operation Manager.
- Adept at handling sales & marketing operations to stimulate sales growth and realize organizational objectives.
- Inter- personal and communication skill with honesty and integrity.
- A keen planner, strategist and implementer with demonstrated abilities in managing business operations for accelerating the organizational growth.
- Demonstrated commitment in organizational objectives remarked as Quick learner, improviser, and collaborative team player.

Human Science India: (15th February to till date)

- Working as Operation Manager
- Handling all operations of Faridabad Human Science Center, which include hiring/firing people, planning activities and generating revenue.
- Maintaining check list of staff hiring and sources.
- Setting training standards and hiring procedures, also analyze and improve organizational processes, and work to improve quality, productivity and efficiency.
- Assist HR with recruiting when necessary.
- Work with the board of directors to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations.
- Support worker communication with the management. Execute overall management responsibility around client implementation and involves pre and post sales.
- Brand strategy, including the setting of style guides, brand guidelines, brand activation and value proposition for short as well as long term.

FRANCHISE INDIA HOLDINGS LIMITED: (FIHL) (January'17 to October'18)

- Working as Client Engagement Manager.
- Execute overall management responsibility around client implementation and involves pre and post sales.
- Helping solve client problems and managing financial aspects of contracts.

- Handling CRM / project management software.
- Prepare reports on project performance.
- Generating Business from Existing and New customers including lead generations.
- Regular interactions, reviews and monthly reporting to the C.E.O and Business Head of Dynamic verticals.
- Track order completion status and advice accounting regarding issuance for release of payments.
- Initiate actions for proper order execution after receipt of customers purchase order in terms creating an internal sales order after completing the due diligence and necessary approvals as required by the work flow policies & procedures of the company and then generating a purchase order for the vendor.
- Brand strategy, including the setting of style guides, brand guidelines, brand activation and value proposition for short as well as long term.

INDIABULLS VENTURES LIMITED (16th July to 17th January)

- Worked as Associate Manager (Online sales)
- Dealt in Equity, Commodity & Currency
- Worked towards successful outcomes and attainment of business objectives
- Formulating and developing market strategies to manage competition, retain existing customers and develop new customers with breaking products & services
- Building and maintaining relations with clients for generating business from the existing accounts and achieving profitability and sales growth

Educational Qualification:

2014-2016	Master of Business Administration (Marketing & HR) Faculty of Management Studies Manav Rachna International University
2011-2014	B.com - Industry Integrated D.A.V. Institute of Management (M.D.U.)
2010-2011	Class XII Exam Board : CBSE
2008-2009	Class X Exam Board : CBSE

Personal Details:

- Date of Birth: **25/01/1993**
- Father's Name: **Sh. Kishor Kumar Singh**
- Gender: **Female**
- Marital Status: **Single**
- Language Known: **English, Hindi & Punjabi**
- Permanent Address: **1379, Sector -3, Near Tagore Academy Public School, Faridabad -121004**

Date_____

Signature_____