

SAUMYA SINGH

Current location: Jalandhar. E-mail: saumyas01@gmail.com. Phone: 9999050235

JOB OBJECTIVE-To manage with perfection a department/section using current competencies and experience.

COMPETENCE HIGHLIGHT

- Significant experience in [large account management and client services](#) (Automotive, Agro Chemical, FMCG, Real Estate, Import-machinery)
- [Branch Head Experience](#) in Education line for Junior school wing in Delhi NCR
- Strong [project management](#), influencing and negotiation skills
- Expertise in [inter and intra department co-ordination](#) and facilitation
- Expertise in customer service & back-office operations
- Excellent interpersonal and communication skills
- Proficient in Microsoft word, excel and power point

PROFESSIONAL EXPERIENCE

Aug 2023- till date

Administrative & Sales Coordinator- GMT Solutions, Jalandhar

- Office management (complete back-office KRAs)
- Business development (including management of teleselling wing)
- Coordination with foreign & domestic clients, incl. shipment processing
- Marketing enablers facilitation

Aug 2019 – Aug 2023 Took up full time Mother's responsibility at home for second kid & relocation to new city (shifted base from Delhi NCR to Jalandhar)

Sep 2016 – Aug 2019

Branch Head- Little Leader's Playschool, Gurgaon- Leading playschool chain with presence in multiple states. Website-www.littleleaders.in

Business Manager –Little Leader's Playschool, Gurgaon- Leading playschool chain with presence in multiple states. Website-www.littleleaders.in

- All Business Management activities for the branch (counselling, admissions, accounting, MIS, staff training and development, branch audits etc.)
- Market development and brand development activities in Gurgaon area for setting up other branches
- Annual event-both in school and out location, outdoor sports events, in school functions

Sep 2013-Sep2016: Took up full time Mother's responsibility at home for first kid

June 2010- September 2013

Manager, Senior Executive-Client Servicing, MATCHBOX India– Indore. Central India's reputed advertising firm which deals in 360° solutions. Website- www.matchboxindia.com

- Developed quantifiable and qualitative goals for project
- Prepared clear briefs for team on customer's requirements and deliverables
- Compiled, maintained and regularly updated database file for each client/project
- Anticipated, identified and formulated solutions to potential and actual project challenges

- Negotiated and defined deadlines for projects and ensured that those deadlines are met
- Vendor-client requirements loop closure
- New Range Product Unveil (India's 3rd largest Auto OEM)
- Campus Quiz coordination and execution (Tata crucible- from India's top corporate house)
- Marketing campaigns for business development and market share increase - ATL and BTL
- Brand Identity Manual and Process Manual, In house Magazines
- Brochures, Calendars, Corporate Films, Corporate Events, Exhibitions ,Quiz
- Packaging- FMCG , Auto parts -Lubricants, Agro Chemical Products,
- Product Photo shoots,TVC's (Television commercials) development ,production ,media plan and campaign run

EDUCATIONAL QUALIFICATION

- B.Sc in Electronic Multimedia, *and*
- M.Sc in Media Management *from*
EMRC (Educational Multimedia Research Centre), Devi Ahilya Bai University, Indore

PERSONAL PROFILE

- Married
- During full time mother role took up freelancing jobs with HR consultancy job for marketing and business development, and also assignments for first firm m/s Matchbox
- DOB: Sep 1988