



Amit Kumar Singh

DIGITAL MARKETING TRAINEE



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Noida West (U.P.), 201306,
India

SKILLS

Digital Marketing

Admin Management

Logging (Construction)

Cleanliness

Electricity

LANGUAGES

English

Hindi

ABOUT ME

• To continue my career with organization that will utilize my MANAGEMENT and DIGITAL MARKETING skills to benefit mutual growth and success.

WORK EXPERIENCE

Digital Marketing Trainee

Skill Circle / New Delhi / Dec 2022 - Present

• Job Profile:

- Social Media Marketing.
- SEO
- Google Ads
- WordPress website designing.
- content creation, and Canva designing
- Experience with various digital marketing tools, including Google Analytics, AdWords, and social media management platforms
- Assisted in developing and executing social media campaigns across various platforms, resulting in increased engagement and website traffic

Admin and Sales Manager

Winson Perfumes & Cosmetics Pvt. Ltd. / Noida / Dec 2012 - Nov 2022

• Job Profile:

- Daily inspection of premises for cleanliness/ hygiene and any maintenance issue and take corrective actions as and when required.
- Overseeing effective delivery of services including Security Management, Housekeeping Management, Front Office, and maintaining all day to day smooth operation.
- Taking facility rounds and find out snags and logging complaint, Follow up and close the complained logged.
- Implementing process & policies to manage facilities as per the organizational needs.
- Planning and preparing monthly reports to finance required for maintaining office infrastructure and facilities.
- Handling all the construction and interior work Of Chairman's Residential project.
- Coordinating With all the contractors and architects related construction work.
- Handling all the PURCHASE related to Construction and Office work.
- All Bill Payments Like (Mobile, Landline, Electricity, Credit card etc).
- Hotel booking, Train and Flight Ticketing.
- Applying new connections like (Mobile, Landline, Electricity etc)
- Cab and other required transport Arrangements.
- All Office Administration & Facility Management.
- Managing sales and marketing of Perfumes and household products.
- Arranging sales exhibitions at malls and outside promotions.

Admin Executive

Floriana Group / Noida / Dec 2008 - Nov 2012

• Job Profile:

- Repairs and Maintenance of the Hostel and Academy.
- Security and Housekeeping management.

- Vendor's management.
- Arrangements of Client Meeting. Handling Client Visits.
- Picking and dropping of students from station or airport.
- Arranging cabs for picking and dropping of students and office staff.
- Maintaining and managing Store.
- Preparing and Maintaining Daily, Weekly and Monthly Reports.
- Coordinating with Maintenance Department to maintain and correct all repairs and renovation work of Hostel and Academy.

Sales & Marketing executive

VST Industries / Kanpur / Nov 2007 - Nov 2008

• **Job Profile:**

- Sales and marketing.
- Taking Orders from Market.
- Cash Collection from Market.

Teacher

Shri Gyan Education Centre / Kanpur / Aug 2006 - Oct 2007

• **Job Profile:**

- Teaching English form class 05th to 08th.
- Teaching Math's from class 05th to 08th.

EDUCATION

10th

U.P. Board Allahabad / 2004

12th

U.P. Board Allahabad / 2006

Bachelor of Arts

C.S.J.M. University Kanpur / 2011

Passed M.A.(Political Science)

C.S.J.M. University Kanpur / 2013

Master of Computer Applications

C.I.S.H. Computer Institute.

Master in Digital Marketing

Skill Circle / New Delhi /2023