

CURRICULUM VITAE

SHIVAM SINGH

Work Experience: 8 Year

Address: 425/B, Sant Tukaram Soc.,
Near SBIBank, Palanpur Jakatnaka,
Adajan, Surat-395009

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Career Objective: -

To Work in a Challenging Environment that provides opportunity to learn key knowledge areas, be an Effective Team player in developing Organization and to be an asset for the organization by delivering to the best of my capabilities.

Educational Qualification: -

Degree	Board/College	Percentage
CS Engg. (Computer Science Engg.)	Institute of Electronics & Telecommunication Engg. (Delhi)	6.7 (CGPA)
H.S.C	Board Of Higher Secondary Education (Delhi)	69%
S.S.C	Gujarat Secondary Education Board (Surat)	52%

Other Qualification: -

- I completed my DCA (Diploma in Computer Knowledge and Applications) with A+ Grade after 10th from Surat.

Skills Related Computer Applications: -

- Handling any Operating System like Windows, Linux etc.
- Handling of Any Desktop or Web Software Packages.
- Knowledge of Microsoft Office (Up to Current Version 2010).
- Knowledge of Designing Languages HTML, CSS, JavaScript, Ajax.
- Knowledge of Programming Languages C, C++, C#, JAVA, PHP, Wordpress

Special Skills: -

- Determinism.
- Time Management.
- Ability to adopt new knowledge soon.
- Capacity to work in Team or individually and take up responsibilities.
- Good Communication Skill.
- Punctuality, Hardworking, Energetic.

Experience & Work Detail: -

• Insurance Executive in NEXA (KATARIA AUTOMOBILE PVT. LTD.) from January 2016 To January 2018.

- 1 My work profile is supervising operations within an insurance practice.
- 2 Insurance claims are processed in a timely manner and resolves issues that arise during process.
- 3 Manage operations, productivity and Achieve target budgets.
- 4 Identify and analyze risks associated with policies.
- 5 As insurance executive I take care of customers, but also keep tabs on the company itself and the services they offer.
- 6 I have used my best possible marketing skills to sell all sorts of policies, processed claims, participated in arbitration of claims and executed many other hands-on tasks.

• Working As a Software Developer (Success Innovative Technology Pvt. Ltd.) from January 2018 To May 2019.

- 1 My work profile is Analysis of operations within a Website/Software.
- 2 Design and Develop Software and Website.
- 3 Manage Operations, Design Of the Websites in New Languages for Example in WordPress CMS.
- 4 I am working over here as a Developer of PHP based Languages.

• **Working As a MIS Executive (Sales) in (MG MORRIS GARAGE) from June 2019 To January 2022.**

- 1 Looking for the whole back-end process regarding allocation of vehicles.
- 2 Order future required vehicles in upcoming 2-3 months (forecast)
- 3 Maintains database by generating reports of in-house as well as outhouse vehicle management
- 4 Generating reports and billing in DMS as well as Tally, for the required set of data
- 5 Generating Insurance policy from the portal directly for the delivered cars.

• **Working As a Asst. Head Spare (Aftersales) in JBG Organization Pvt Ltd (JBGO) from February 2022 To June 2023.**

- Spares Stock management, Stock Audit, DMS Operating, MIS Reports, and provide basic trainings of below brand's dealerships Team.
Brands Name: - Nissan, Datsun, Mahindra, Ford, TATA, Chevrolet, Hyundai, Skoda, Yamaha, Suzuki and TVS.

• **Working As a MIS Incharge (Sales) in NANVATI MAHINDRA from June 2023 to Current.**

- Handled the operations of Mahindra Commercial & Personal.
- Maintaining stock sheet.
- Ordering vehicles.
- DMS Booking.
- DMS Retails.
- DMS Reports & Others.

Personal Detail : -

- **Birth Date** : 06/09/1994
- **Gender** : Male
- **Marital Status** : Married.
- **Languages known** : English, Hindi.
- **Hobbies** : Listening Music, Playing Cricket & Traveling

Remarks: Though I am very much satisfied with my present employer, but for better prospect I want to change my job.

The above statements are true to the best of my knowledge.

Place : Surat
Date :

SHIVAM SINGH