

LOKENDRA SINGH**Mobile:** +91-8962265195**E-Mail:-** lokendrasingh305@gmail.com**Synopsis**

- A competitive management professional, completed **MBA** from **IBMR IPS ACADAMY, INDORE**.
- Ability in learning new concepts quickly, working under pressure and communicating ideas clearly.
- Posses verbal and written communication skills.
- Expertise in the usage of MS office tools namely word, MS- Excel, Power point, Ms-Access.
- Acquired knowledge and understanding of different subjects like marketing, sales, brand management.
- Excellent customer service and communication skills.
- Outstanding ability to resolve customer problems effectively.

Internship Details**APRIL'2016 to MAY'16****BAJAJ FINSERV BHOPAL****TRAINEE****Project Title:** sales & marketing.**Details:**

- Market Research & Analysis.
- Prospect Identification of the customer KYC.
- Flooring and pitching customer from sales executive.
- Financing of electronics gazettes.
- Maintenance of files.

Duration: 45 days.**Work Experience****MAR'2017 to OCT'17****VIVO MOBILES INDIA. PVT. LTD. INDORE****Project Title:** Sales executive & team leader.**Details:**

- Working under Regional Head & Area sales Manager.
- Working as sales executive & team leader in retail outlets.
- Collect the details of retailer with regard Vivo Mobiles sales.
- Create Worksheet for Reporting in Vivo.
- Visiting maximum area outlets.
- Maintain the attendance of sales executives.
- Maintaining the relationship with the retailers.
- Working on 9 elements of vivo.
- Inventory, product portfolio, counter position, visual merchandizing, branding, promoter, promotion, training and retail push power.
- To solve all the problems and quarries of retailers.
- To educate retailer about company and his profit.

Duration: 8 month

Work Experience

APRIL'2018 to MARCH'2019

OYSTER BATH CONCEPT JABALPUR

Project Title: Sr BUSINESS DEVELOPMENT EXECUTIVE.

WORKING AREA: JABALPUR,REWA,SATNA,KATNI,MANDLA.

- WORKING AS Sr BUSINESS DEVELOPMENT EXECUTIVE IN DEALER OUTLET.
- WORKING WITH ARCHITECT ON PRODUCT.
- SITE VISIT.
- EXPLAINING PRODUCTS TO CUSTOMERS ON ENQUIRY.
- MEETING WITH ARCHITECTS.
- MAINTANING THE RELATIONSHIP WITH ARCHITECTS & DEALERS.

Academia

- 2017 Master of Business Administration – Marketing/Finance from IBMR, IPS ACADAMY INDORE.
- 2014 Bachelors of Commerce (COMPUTER) – DR. VIJAY LAL MEMORIAL COLLAGE, DAMOH. (MP).
- 2011 Higher Secondary Certificate from NAV JAGRATI H.S. SCHOOL DAMOH, (MP), MP state board Bhopal.
- 2009 Senior Secondary Certificate from NAV JAGRATI H.S. SCHOOL DAMOH, (MP), MP state board Bhopal.

Industrial visit & Training

- NCCMP {National certified capital market Professional course NSE India ltd.}
- Visit in Dainik Bhaskar Printing Press, Indore, Oct 2015

Courses / Certification/Extra-Curricular Activities

- The corporate relation team for the brochure distribution on behalf of the college
- DCA DIPLOMA - 62.00% from MAKHANLAL CHATURVEDI UNIVERSITY
- Got 1st prize on TREASURE HUNT competition.
- Member of different events committee at college level.
- Playing football on district level.

STRENGTH

- Positive Attitude towards work.
- Leading and Learning capacity.
- Dedication for Task.

Personal Dossier

Date of Birth : 1STAUG 1994
Father name : Mr. P.S. Singh
Marital Status : Single
Languages : English and Hindi
Present Address : 161/2 indrapuri colony near ambey dham bhawarkua INDORE (M.P)

I hereby declare that the above written information is true to the best of my knowledge and belief.

Place:.....

Lokendra Singh

Date:.....