

# Curriculum Vitae

PUSHPENDER SINGH

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## *Career Objective:*

To pursue a highly challenging career in the field of Management, where I can apply my knowledge and acquire new skills. I foresee myself to be part of top-notch team of professionals with sincerity, creativity and dedication.

## *Professional Experience:*

Organization	Designation	Key Responsibilities
Jaro Institute of Technology, Management & Research Pvt.Ltd. (Feb 2018-Nov 2018)	Career Development Executive	<ul style="list-style-type: none"><li>● Lead Generation &amp; Data Filtration Through Cold Calling</li><li>● Responsible for Cold Calling, assessing client needs, and identifying solutions.</li><li>● Perform Market Research on competitive and industry trends.</li><li>● Sales Planning</li><li>● Meeting And Counselling Prospective Students</li></ul>
Paradise Digital Works Private Limited ( May 2017-December 2017)	Sales & Marketing Executive	<ul style="list-style-type: none"><li>● Growing and expanding the business by preparing and delivering sales presentations to new and existing clients.</li><li>● Convincing power to generate new leads.</li><li>● Engage and Maintained with social media prospects to drive traffic to the business.</li><li>● Handling Admin Panel and Operation Department.</li><li>● Increased brand integrity and awareness, organized events, campaign strategies, advertising etc.</li></ul>
Tapzo (Formerly Known as Akosha) (Aug 2014-July 2015)	Delivery Enterprise-Social Media Executive	<ul style="list-style-type: none"><li>● Client Servicing</li><li>● Customer Relationship Management</li><li>● Escalation Handling</li><li>● Online Reputation Management</li></ul>

## *Educational Qualifications:*

Year	Degree/Qualification	University/Board/School, City	Percentage
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2015-17	PGDM - Dual specialization in Marketing and International Business	New Delhi Institution of Management, Delhi	67%
2010-15	B.Com	School Of Open Learning ( Delhi University)	47%
2010	12 <sup>th</sup>	St. Columbus School, Fbd.(CBSE)	67%
2008	10 <sup>th</sup>	St. Columbus School, Fbd.(CBSE)	64%

### ***Projects/Trainings Undertaken:***

<ul style="list-style-type: none"> <li>Summer Internship Program (13rd June 2016 - 13th Aug. 2016)</li> </ul>	<b>Company: Helpchat</b>	<b>Location: Okhla, Delhi</b>
	<b>Major Contribution/learning:</b> <ul style="list-style-type: none"> <li>Worked on Social Media Page of Facebook and Twitter</li> <li>Web Mail</li> <li>Escalation Handling</li> <li>Clients Servicing</li> </ul>	
<ul style="list-style-type: none"> <li>Big Bazaar Project (12th Aug 2015 to 16th Aug 2015)</li> </ul>	<b>Big Bazaar</b>	<b>Location: Sohna Road, Gurgaon-122011</b>
	<b>Major Contribution/Learning:</b> <ul style="list-style-type: none"> <li>I learned to handle different type of customers and grievances and provide them the resolution by solving their queries.</li> <li>I gained patience and politeness while working there as some of the customers were very rude and arrogant.</li> <li>Word of mouth should always be positive as it helps to build a good relationship with the customers and creates a loyalty.</li> </ul>	

### ***Awards/Certifications and Academic Achievements:***

- I was awarded the Best Performer Certificate from the CEO of Akosha for delivering excellent performance.

***Co-Curricular/Extra Curricular Activities:***

- Worked as a volunteer in Relief India Trust (NGO) for two month.

***Personal Details:***

Date of Birth : 01-12-1991  
Nationality : Indian  
Marital Status : Single  
Languages known : English, Hindi  
Permanent Address : 831 B/7 Govind Puri,Kalkaji, New Delhi-110019