

SWARAN SINGH

PGDAM-Sales &
Marketing, M.COM,
GNIIT, B.ED, MBA
(PURSUING FROM SMU-
DE SEM2)



Also pursuing MBA
SEM-2 from SMU-DE

- Working with an IT company providing IT sales & support services, Educational ERP products & communication solutions.
- 4.6 years of work experience at Franciscan Solutions Pvt. Ltd.
- Recently promoted as a 'Quality Control Head' in March 2015. Last designation was 'Regional Manager'.

Contact Info:

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Personal Details:

Date of Birth:

21st February, 1988

Gender:

Male

Marital status:

Unmarried

Father's Name:

Mr. R.B. Rajput

Mother's Name:

Mrs. Rajeshwari Rajput

Religion:

Hindu

Languages Known:

English, Hindi

Address:

House No- 311,
Faithfulganj Cantt,
Kanpur, U.P. India
Pin- 208004

Personal Profile

An ambitious, self motivated individual who has the necessary IT skills, personal attributes and **IT Sales, Marketing, Operations & managerial experience of 4.6 years** required for a successful career at the highest levels. Boasting a strong academic background and a proven track record of bringing value to a Business, as well as possessing valuable customer facing skills & able to come up with innovative technological & managerial solutions to seemingly intractable problems

Career Objective

To continue my career with an organization that will utilize my management, supervision & administrative skills to benefit mutual growth and success.

Professional Qualification

- Pursuing MBA in Information Systems Management from SMU-DE -2015
- **PGDAM** (Sales & Marketing) from "THE NIS ACADEMY" -2008
- **GNIIT** (software engineering) **from- NIIT**: category – Good. -2010
- **B.Ed from** Kanpur University – 1st division -2011

Educational Qualification

- **M.COM-** 2010 - CSJM University Kanpur- D.A.V. P.G. College, Kanpur -2nd division
- **B.COM-**2008 - CSJM University Kanpur -P.P.N. P.G. College, Kanpur- 1st division
- **12th**-2005 - CBSE- Kendriya Vidyalaya Haldwani Cantt Nainital (UA)-1st division
- **10th**-2003- CBSE- Kendriya Vidyalaya no.1, Udhampur (J&K)-2nd division

Work Experience

4.7 years of work experience at **Franciscan Solutions Pvt. Ltd.**

- Worked as a **Business execution and Marketing Manager** in 2011.
- Worked as an **Area Manager** in 2011.
- Worked as a **Sr. Area Manager** in 2012.
- Currently working as a "**Regional Manager**" since 2013.
- As a 'Sales Officer' in ICICI Lombard general insurance for 5 months.
- As a 'Management Trainee' in BIG BAZAAR Kanpur.
- As a 'Associate' in the auditions of INDIAN IDOL-3 held in Kanpur.

Job Responsibilities Taken & Professional Accomplishments:

- IT ERP sales & services, Marketing.
- Dealing with clients and Identifying business opportunities.
- Giving demo and seminars to whole school and management.
- Handle high profile client/delegate visits and be able to engage with them.
- Planning and executing strategies. Resource planning and managing team.
- Quality control of softwares and websites offered to clients.
- Remotely managing the team of having 250 members in 80+ schools all India.
- Training of employees after their Interviews on company working profile and ERP softwares.
- Website maintenance and website launching and demonstration of online services provided by the company.
- Supporting teams remotely
- Providing online support and solutions on ERP solutions installed at client end.
- Manage customer visit program – including meetings & demonstrations and act as the main liaison for client visits across business units.

IT Skills

- **OS-** Windows 7, Windows XP, Windows 98
- **Languages** - ASP.NET, ADO.NET ,C#, WINDOWS GUI .NET, XML ,UML,
- Data Structures and Algorithm
- **IDE** - Net Beans IDE, MS Visual Studio2008

Projects

Title - **Human Resource Management System (Windows Gui.Net)**

Language used- ADO.NET, C#, backend- MSSQL SERVER 2008

Title - **Online Advertising Agency**

Language used-ASP.NET, C# , backend- MSSQL SERVER 2008

Certifications

- **MCTS,MCPD**
Microsoft .net framework 2.0-application development foundation
- **Microsoft silver light**
- **EMC²**
- Windows 7
- Virtualization
- Cloud computing
- Operating system and networking concepts
- Security and ethical hacking

Achievements

- Achieved aptitude in **NITAT** exam -2010 and 2009 is adequate.
- Participated in **B SCHOOL** cricket tournament organized by **JK GROUP**.
- Taken active part in sports in school and institute level functions.

Skills & Strengths

A driven individual that is able to maintain focus, learn quickly and demonstrate sound motivational qualities, both individually and part of a team.

- Analytical and problem solving.
- Good communication and inter-personal skills.
- Willing to work in shifts.
- Flexibility & adaptability
- Customer handling skills
- Computer skills with excel knowledge
- Multitasking
- Work in pressure
- Leadership skills
- High impact communications
- Learning and innovation
- Customer orientation



Hobbies & Interests

- **Photography**
- **Learning about new things**
- **Interactions and observation**
- **Travel**
- **Coaching**

Overall Professional experience and abilities

- IT Sales, marketing and Support.
- Working on ERP software's and website maintenance.
- Backend support online and offline at client end.
- Updating work colleagues on business performance, new initiatives and related issues.
- Providing focus and direction to subordinates.
- Decision making and problem solving.
- People management.
- Motivating employees to do better.
- Accuracy and attention to detail.
- Ability to work as part of a team.
- Effective administrative procedures.
- Ensuring high levels of customer satisfaction.
- Oral and written communication skills.
- Flexible, open to ideas and willing to learn.
- Extensive commercial awareness.
- Leadership skills.
- Communication, coordination and analysis skills.

Declaration

I hereby declare that all the above information provided by me is correct to the best of my knowledge.

Date:

Place: Greater Noida (U.P.)

Signature:

