

# Curriculum Vitae

Gaurav Singh

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## Objective

*To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.*

## Skills & Abilities

Outgoing and energetic attitude, Good listening skills, Multi-tasking ability, excellent problem solving capabilities, Computer experience.

## Experience

**[Sales Executive]** – [India Mart] [June, 2014 – January, 2015]

- Generate leads on cold calling.
- Follow up and convenes customer to purchase buy leads or complete monthly/yearly subscription.

**[Sales Executive]** – [JMD world wide solution] [January, 2015 – July, 2016]

- Inbound technical support process.
- Handled Popup, BSOD and Mac Calls.
- Trained more than 20 Fresher Candidates for technical sales.

**[Human Resource]** – [Support Mart] [August, 2016 – January, 2017]

- Pre-screening of candidates resume.
- Preparation of training calendar, training and development.
- Preparation and distribution of Increment letter.
- Issuance of offer / appointment letter.

**[Human Resource]** – [AIME] [January, 2017 – July, 2018]

- Partnering with hiring managers, Consultancies and freelancers.
- Screening resumes from different Job portals, Website and other social media.
- Performing in-person and phone interviews with candidates
- Performing reference and background checks
- Making recommendations to company hiring managers.

- Coordinating interviews with the hiring managers.
- Following up on the interview process status.
- Issuance of offer / appointment letter.

## Education

**[Raam roop high school]** – [Matriculation school, Bihar] [Year of passing 2007]

- Completed 10<sup>th</sup> Schooling with 59.6% the overall score.

**[Anjabit singh college]** – [Intermediate, Bihar] [Year of passing 2009]

- Completed 12<sup>th</sup> College with 75% the Overall score.

**[Lovely professional university]** – [Graduation, Punjab] [Year of passing 2014]

- Head of EVENT & PROJECT at RISC-LPU
- Organizing Committee member at “ Hybrid Go Kart Challenge ”
- Event Head in Electric -Solar Vehicle Championship 2014.
- Technical Head at “Ashwamegh Racing Team”
- Organizing Committee member of “Auto Expo”

## Communication

- Speaker at Workshop on “Autodesk Inventor” at LPU.
- Speaker at Workshop on “Pro/Engineer 4.0” at LPU.
- Speaker at Workshop on “Automobile Engineering” at LPU.

## Personal Details

- Birth Place & Date: New Delhi [Air force Hospital, Palam]/ 7<sup>th</sup> March, 1991.
- Language Spoken: English and Hindi.
- Marital Status: Never Married.