

# AMANJOT SINGH

STUDENT, BACHELORS OF  
COMPUTER APPLICATION



amanjotsingh7404@gmail.com



(+91)74046-48313



#820, Sector 9, Ambala  
City, Haryana, India



linkedin.com/in/reachajs/

## PERSONAL SKILLS

- Creativity
- Versatility
- Honesty
- Dedication
- Excellent Presentation Skills
- Reasoning Ability

## EDUCATION

### Bachelors of Computer Applications

Chandigarh University,  
Punjab 2020-Present

### 10+2 (CBSE),

DAV SR SEC PUBLIC SCHOOL,  
Ambala

2017

Stream- Commerce

### 10th (CBSE),

DAV SR SEC PUBLIC SCHOOL,  
Ambala

2015

## LANGUAGES

### English

-Intermediate Professional Proficiency

### Hindi

-Native or Bilingual Proficiency

### Punjabi

- Native or Bilingual Proficiency

## CAREER OBJECTIVE

Motivated individual with skills in personnel management and interpersonal communication and experience in customer service and leadership seeking the role of Customer Service Supervisor.

## ACHIEVEMENTS & CERTIFICATIONS

### Online Courses:

- Programming Foundations with JavaScript, HTML and CSS  
*Offered By: Duke University | Grade Achieved: 90%| Issuing Organization: Coursera*
- Programming Fundamentals  
*Offered By: Duke University | Grade Achieved: 93%| Issuing Organization: Coursera*

### Other Notable Certifications:

- IELTS (International English Language Testing System)  
2018  
*7 Bands (Overall) | IDP*  
*Listening: 8.0 | Reading: 7.0 | Speaking: 6.0 | Writing: 6.0*

## SKILLS

- **Programming Languages**
  - C & C++
- **Adobe**
  - Photoshop & Lightroom
- **Web Designing**
  - HTML & CSS
- **Microsoft Office Package**
  - Word, Excel, PowerPoint & Publisher

### Additional Skills

- Internet Operating & Mailing
- Supplier/Vendor Relationship
- Knowledgeable about admin panels of E-Commerce Website.
- Tally ERP 9 (Accounting Software)
- Corel Draw

## EXPERIENCE

### SALES & MARKETING MANAGER

KAY KAY GLOBAL SUPPLIERS, Ambala/ July 2017 – August 2019

- Promoting the company's existing brands online on ecommerce websites (Indiamart, TradeIndia & GEM)
- Responsible for handling the entire tender from registration of inquiry till finalization of order. Which Included:
  - Searching the tender & taking approval & bidding tender.
  - Study tender documents & prepare/ arrange technical documents.
  - Checking various Tender Search systems on a daily basis and identify any contracts which may be of interest to the Company, either to bid or for market intelligence purposes.
- Handling online Vendors & Suppliers, mailing quotation, Preparing Invoices, Designing Catalogues/Brochures etc.
- Serving customer by selling product and meeting customer needs.