**CAREER OBJECTIVE**

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**AMANJOT SINGH**

English

-Intermediate Professional Proficiency

**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.

**EXPERIENCE**

Additional Skills

* Internet Operating & Mailing
* Supplier/Vendor Relationship
* Knowledgeable about admin panels of E-Commerce Website.
* Tally ERP 9 (Accounting Software)
* Corel Draw
* **Programming Languages**
* *C & C++*
* **Adobe**
* *Photoshop & Lightroom*
* **Web Designing**
* *HTML & CSS*
* **Microsoft Office Package**
* *Word, Excel, PowerPoint & Publisher*

**SKILLS**

STUDENT, BACHELORS OF COMPUTER APPLICATION

*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*

**Bachelors of Computer Applications**

Chandigarh University, Punjab 2020-Present

**10th (CBSE),**

DAV SR SEC PUBLIC SCHOOL, Ambala

2015

**10+2 (CBSE),**

DAV SR SEC PUBLIC SCHOOL, Ambala

2017

Stream- Commerce

**ACHIEVEMENTS & CERTIFICATIONS**

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

**PERSONAL SKILLS**

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

**EDUCATION**

Punjabi

- Native or Bilingual Proficiency

Hindi

-Native or Bilingual Proficiency

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**LANGUAGES**