Sahdev Singh

sahdevdon.singh1@gmail.com
+91 8802312260
Delhi

EDUCATION

MBA
Indira Gandhi National Open University (IGNOU)
2021 - 2023

Diploma, RUSSIAN LANGUAGE
Indira Gandhi National Open University (IGNOU)
2019 - 2021

Bachelor of Computer Applications (BCA), Computer Application
Indira Gandhi National Open University (IGNOU)
2014 - 2017

Senior Secondary (XII), Science
Army Public School Delhi Cantt
(CBSE board)
Year of completion: 2014

JOBS

Operations Executive
Montbit Technology Ltd, Virtual
Aug 2020 - Jan 2021

First worked as an Intern, then got an offer for the job.
Assigned Roles & Responsibilities:
- Operations Executive(Primary),
- Sales Executive(Secondary),
- Content Team Member(Secondary)
- Managed & Handled a small team.

Affiliate Marketing Executive
Amazon, Virtual
Apr 2020 - Jun 2020

Role - Amazon Affiliate Marketing Executive.
Worked for one of the world-leading organizations - Amazon.

Campus Ambassador
Internshala, Virtual
Apr 2020 - Oct 2020

Have been a part of a great organization- Internshala.

INTERNSHIPS

Content Development (English)
Montbit Technology Ltd, Virtual
Jun 2020 - Aug 2020

Worked with a great organization: Montbit Tech Ltd.
Assigned Role as a Content Uploader.
Tools- WordPress, Ms-Word & Ms-Excel.

Technical Executive

Tech4Planet, Delhi

Apr 2020 - Jun 2020

Profile was PDF Remediation Executive/ Technical Executive.
Worked as an Intern at Tech4Planet.
Tool - Adobe Acrobat Pro DC

POSITIONS OF RESPONSIBILITY

Organized and conducted various online events like:
- Online training
- Online workshop
- Online webinars
- Online meetings

Led a team of 6 members to plan and conduct tasks for Content Management in Montbit Tech Ltd.

TRAININGS

Software Developer

Linkedin, Online

Jul 2020 - Aug 2020

Completed an amazing online course on becoming a software developer from LinkedIn Learning.

SKILLS

MS-Office	**MS-Word**
Intermediate	Intermediate
MS-Excel	**HTML**
Intermediate	Intermediate
CSS	**Java**
Intermediate	Intermediate
MySQL	**WordPress**
Intermediate	Intermediate
Digital Marketing	**Social Media Marketing**
Intermediate	Intermediate
Search Engine Optimization (SEO)	**Python**
Intermediate	Intermediate
English Proficiency (Spoken)	**English Proficiency (Written)**
Intermediate	Intermediate