

## 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

## JOBBS

### **Project Management**

Freelance, Virtual

May 2021 - Present

Works with a team of freelancers to plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way.

### **Customer Service Representative**

Concentrix, Gurgaon

Apr 2021 - Present

E-mail handling along with client interaction.

### **Operations Executive**

Montbit Technology Ltd, Virtual

Aug 2020 - Mar 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 conducted tasks for Content Management in Montbit Tech Ltd.

## **TRAININGS**

### **Digital Marketing**

Google Digital Garage, Online

Jan 2021 - Mar 2021

A digital marketing strategy is an integral component to growing your business online.

### **Software Developer**

Linkedin, Online

Jul 2020 - Aug 2020

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

## **SKILLS**

### **MS-Office**

Intermediate

### **MS-Excel**

Intermediate

### **CSS**

Intermediate

### **MySQL**

### **MS-Word**

Intermediate

### **HTML**

Intermediate

### **Java**

Intermediate

### **WordPress**

Intermediate

**Digital Marketing**

Intermediate

**Search Engine Optimization (SEO)**

Intermediate

**English Proficiency (Spoken)**

Intermediate

Intermediate

**Social Media Marketing**

Intermediate

**Python**

Intermediate

**English Proficiency (Written)**

Intermediate

**WORK SAMPLES**

**Other portfolio link**

<https://sahdevsingh.me>