

SHAGUN SINGH

Business Development Executive

CONTACT



+91-85954-35972



singhshagun0407@gmail.com



9/16, Swaroop Nagar, Delhi-110042.



[LinkedIn Profile](#)



[Harri Profile](#)

PROFILE SUMMARY

Results-driven Business Development Executive with proven experience in sales growth, client relationship management, and e-commerce operations. Skilled at identifying market opportunities, optimising business processes, and executing targeted strategies that enhance visibility, engagement, and revenue. Adept at cross-functional collaboration, strategic planning, and delivering measurable results in fast-paced environments.

SKILLS

Technical Skills

- Data Analytics (Excel, Google Analytics, Power BI, etc.).
- Search Engine Optimization (SEO) – improving visibility in search results.
- Content Management Systems (e.g., WordPress, Shopify).
- CRM Software (Zoho) – managing customer data.

Soft Skills

- Leadership & Team Management.
- Problem-Solving & Critical Thinking.
- Emotional Intelligence.
- Adaptability & Resilience.
- Time Management & Prioritization.

CERTIFICATION

Course Completion.

- [Business Communication](#) | HP Life
- [Circular Economy](#) | HP Life
- [Inventory Management](#) | HP Life
- [IT for Business Success](#) | HP Life
- [Management Consulting- Workshop](#) | Jobaaj.learnings

Participation.

- [Swachh Bharat Harit Bharat Pledge](#)
- [Viksit Bharat 2025 Quiz](#)
- [Digital India Quiz](#)

PROJECTS & PUBLICATIONS

Research Paper – “Financial Literacy in Indian Teens” (2025)

- Conducted a survey-based study on budgeting, saving, and investment awareness among adolescents.

Blog Writing – Personal Blog on Business, E-commerce, and Self-Development (2025–Present)

- Wrote articles on digital commerce, youth empowerment, and personal growth.

Mock Website – Stay Styled (2025)

- Developed a responsive e-commerce website using HTML & Tailwind CSS with core shopping features.

Professional Portfolio – (2025)

- Curated portfolio highlighting e-commerce projects, web development, and content strategy.

WORK EXPERIENCE

GlobEDwise Pvt. Ltd.

Jan 2025- Present

Business Development Executive

- Advise students and families on financial planning for overseas education, including tuition, scholarships, and living costs.
- Conduct presentations and one-on-one counselling to support decision-making for international education.
- Assist in business development initiatives by building client relationships and promoting institutional partnerships.
- Draft professional email communication, proposals, and financial advisory notes for students.

Shree Shyam Brand Collection

Jan 2024- Dec 2024

E-commerce Executive

- Managed online product listings, pricing updates, and promotional campaigns across e-commerce platforms.
- Monitored and analysed sales performance, identifying trends to improve conversion rates.
- Collaborated with suppliers and marketing teams to ensure timely product launches.

Restrofresh LLP

Business Development Associate

Sep 2023- Dec 2023

- Assisted in developing and executing business growth strategies.
- Handled client inquiries, proposals, and follow-ups to boost customer acquisition.
- Supported marketing initiatives, including social media engagement and event promotions.

EDUCATION

2024- Present

Hansraj College

- Bachelor of Commerce (B.Com) in Finance & Accounting (Enrolled 2025)

2022-23

Government Girls Senior Secondary School (G.G.S.S.S) | Libaspur- Delhi

- 12th Grade | Score- 83.8%

2021-22

Government Girls Senior Secondary School (G.G.S.S.S) | Libaspur- Delhi

- 10th Grade | Score- 72.2%

LANGUAGES

- English- Professional Proficiency
- Hindi- Native Proficiency

HOBBIES

- Blogging.
- Market Research.
- Website Design.
- Reading.
- Volunteering.