

**CURRICULUM VITAE**

**ALOK SINGH**

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**CAREER OBJECTIVE:**

A team player with sound knowledge and skills for man management and getting the maximum out of the team and want to be a part of a growing concern, learn from it and to integrate my personal expertise with the company’s goals.

**CAPABILITIES:**

Energetic, self – motivated, Dynamic analytical skill, skilled in problem solving, conflict resolution, good presentation skill, well administrative skill, goal driven and quick learner, Capable of working with equal pace and accuracy under mental stress and pressure.

**INDIA WORK EXPERIENCE: Jun 2009 to Jan 2010**

As Marketing Manager in EFFECT MEDIA management advertising company in Dehradun.

Result focused management professional offering years of experience in senior level leadership for startup, early stage growth and global operation. Recognized for ability to incorporate innovative management techniques and boost revenues, talent for forging strong relationship with key decision-makers, other managers and channel partners.

**ABROAD EXPERIENCE:**

**SAUDI BULK TRANSPORT LTD & SENDDEX Feb 2010 to June 2011**

Work experience as maintenance in-charge as part of ABT (XANAL Group)

**COMPANY PROFILE:**

A bulk cements sales and operation, transportation & express service in Kingdom. (SBT) - All types of cement sales and bulk transportation like Type-1 type-2 type-5 & micro silica sales, bulk transportation & maintenance. (SENDDEX) - Express service (no postal) transport division to more than 60 destinations in kingdom wide.

Dynamic and top performing representative with experience in related with sales and marketing also with public relations, staff management, targeted media placement with caliber client. Develop strategic corporate media and PR communication to increase visibility and stir interest in client news, activities and special events. Cultivate and maintain relationship with key industry people. Known as the go to person to get thing done.

**Khalid Saeed Al Hajri Co. LTD. Dammam KSA Aug2011 to Jan2012**

Working as Sales Executive

**Work Professional Experience**

Direct sales calls related to end-user accounts in the industrial arena to drive brand awareness manage and channel partners to maximize growth and revenues, Coordinate remotely with various members of management. Call on key representative in customer facilities to identify needs, present solutions, close business deals and train end users.

**Job Profile:**

* Planning &execution of work for achieving the good sales & customer relations.
* Evaluation of sales operation and managing the seminars (presentation).
* Monitoring and keeping stock position of all products.
* Provide Leadership to the Staff and Workers of the Estate.
* Handling mechanical Relations of the staff.

Continental Freight, Al Majdouie, Dammam, Saudi Arabia**Feb 2012 to Jan 2013**

Sales/Operation & Administrative Coordinator

**Responsibilities include:**

Preparing and follow-up Export Manifestation with shipping line

Filling Shipping Application for export container and LCL.

Sending Pre-Alert to aboard agent / partner.

Preparing, Managing, Generating client invoices.

Maintaining job register in existing System name : EMIS

Follow container release order with Shipping Line and follow-up loading and stuffing with client and transporter.

Managing and keeping file record / data in professional way.

Getting rates from shipping line and local vendor and suppliers.

Maintaining SOP (Standard operation procedure)

Prepare / update aging report on weekly basis

Monitor invoicing to get prepared and delivered to client on time

Monitor monthly sales & operation flow by keeping track on sales revenue .

Follow –up with operation / customs department for any discrepancy regarding shipment and update to clients.

Follow up and truck collection / aging.

Prepare SOA and reconciliation SOA on quarterly basis.

Get updates from all operation & sales executive on daily basis and prepare sales reports and invoices.

Faster payment settlement to vendor by followup with Accounts & Finance department.

Follow-up with export/import custom broker to get the daily report to update client.

Sending and getting payment request approvals from client.

Monitoring activities of heavy size cargo movement from one place to another.

Planning and execution of work for achieving the good sales & customer relations. -Evaluation of sales operation and managing the seminars (presentation). -Monitoring and keeping stock position of all products.

Provide Leadership to the Staff under management.

Al-Khobar Towers Cont. Est.(Al-Khobar) K.S.A **Feb2013 to Feb 2020**

**Working as Sales Executive**

**Company Profile**

Totally professional with a team of qualified and dedicated workforce.Dynamic construction group organization, ready to take on new challenges for the modern-day development of world with the vision to provide customer satisfaction and reliable goods and services to all sector.

**Job Profile**

Managing & Monitoring Daily Telesales to report management

Closely follow Customer to secure & mature business deal

Personal door to door customer / Attend meetings

Professionalism dealing in Sale and marketing of Generator, Compressors, welding machines. Tower Lights / Heavy Equipments etc.

Supervising Team / full fill demands of their supply chain & equipment

Rotating job site visit on going projects

Payment follow-up & recovering funds in-time collection

On-demand visit at customer Project Site

Presenting weekly & monthly sale report to management and focusing new Sales

**( Wealth -Clinic Private Limited Company ) :- DEC2020 –(Till The Date)  worked In a Real Estate Company As a Senior Business Executive.**

**AREA OF SPECIALIZATION:**

SALES &MARKETINGMANAGEMENT

HUMAN RESOURCE MANAGEMENT.

**EDUCATIONAL QUALIFICATION:**

* Master of Business Administration Degree

UTTARAKHAND TECHNICAL University, DEHRADUN (2009), India

* Bachelor of Arts Degree

VBS Purwanchal University (2005), Jaunpur U.P.INDIA

* XII Standard

Mehrawan college (UP Board), Jaunpur (2002) UP.INDIA

* X Standard from R.D.M. SIYA

Inter college (UP Board), Jaunpur (2000) UP.INDIA

**COMPUTER SKILL :**

* Inducer of SAP like creation of PO, PR, Job order, GR
* Practiced Operating Systems: Windows2000, Windows XP.
* Practiced Office Package: Microsoft Word, Notepad, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook Express, Internet Explorer.
* Working in EMIS

**CONDUCTED WORKSHOPS:**

Personality Development.Negotiation Skills.

Problem Solving.

Effective Team Work.

Communication skills improvement program.

PROJECT/TRAINING UNDERTAKEN:

Worked as trainee as part of academic project in:-

COCA COLA LTD, VARANSI UP INDIA Topic-To RED (2 Months).

MUTUAL FUND DEHARDUN, UK INDIA.Topic To research & investment (2 Month).

**HOBBIES :**

Traveling, Net Surfing, Playing all type of outdoor game.

**EXTRA CURRICULAR ACTIVITIES:**

Worked as N.S.S volunteer from 2003-2005 in MEHRAWAN scheme sponsored by ministry of youth affairs and sports, govt. of India

Engaged in various activities like cultural programmers, science exhibitions, sports activities and social services at School and College.

**SUMMARY OF QUALIFICATIONS:**

A well organized team player with exceptional Human Resources background who is detail-oriented and able to handle multiple tasks.

**PERSONAL DETAILS:**

Father’s Name : Ajay Kumar Singh.

Date of Birth : Nov, 03, 1985

Gender : Male

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindi, Urdu, Arabic

Permanent Address : Bargaon, SaraiKhawaja

SahganjDistt - Jaunpur (U.P.) India, Pin-222112

Permanent Address in KSA : Al Khobar Saudi Arabia

Iqama Valid till 13August 2025

Driving License Valid till 13.August.2025

**REFERENCES :**

Website , online

**DECLARATION :**

I hereby declare that the information furnished above is true to the best of my knowledge.