

# PRERNA SINGH

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## Professional Summary

Result Oriented Senior Executive with over eight years of hands on experience in co-ordinating internal and external meetings , preparing presentations and maintaining contacts. Well versed in comprehending work flow and priorities and ensuring that all administrative tasks are completed within provided deadlines. To continually undergo personal and professional development by enhancing learning and contribute to a growth driven professional environment.

## Skills

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|---------------------------|-----------------------------|
| • Technologically skilled | Result- Oriented            |
| • Organizational ability  | Strong Interpersonal Skills |
| • Time Management         | Self Motivator              |
| • Communication           | Fast Learner                |
| • Marketing               | Advertising                 |

## Work History

Noida Power Company Ltd.	Apr'18 – Till date	Senior Executive
Millennium semiconductor	Jul'15 – April'16	Executive Assistant
Aqua Treat Pvt.Ltd	Jul'11 – Mar'14	Executive Assistant
Ion Exchange	Jan'11- Jun'11	Branch Sales Manager
Max New York Life	Nov'07 – Dec'10	Sales Manager

## Professional Experience

### Noida Power Company Limited

Role : Senior Executive to Managing Director (Corporate )

- Maintaining of accurate board minutes & circulated on mail.
- Providing administrative assistance to Managing Director in his day to day activities.
- Coordinating with Human Resource Manager for various departments requirement.
- Follow ups with all the key activities & Interdepartmental coordination.
- Maintaining Travel desk for Top Management.

### Millennium Semiconductors

Role : Executive Assistant to Managing Director(Corporate Office)

- Maintaining master calendar of events
- Maintaining of accurate board minutes & circulated on mail.
- Providing administrative assistance to Managing Director in his day to day activities.
- Coordinating with Human Resource Manager for various departments requirement.
- Follow ups with all the key activities & Interdepartmental coordination

### **Aqua treat Pvt. Ltd.**

Role : Executive Assistant to Director (Corporate Office)

- Providing administrative assistance to Director in his day to day activities
- Follow up with all the key activities & participating in Data analysis, MIS, Coordination with cross functional teams.
- Meeting high profile clients to generate revenue from them by providing them a descaling solution for their Centralized AC plant.
- Reports preparation, data handling by maintain the ethics of the organization.

### **Ion Exchange (India) Ltd- Delhi (NCR)**

Role : Branch Sales Manager

- To recruit & train various positions of the branch like Area sales manager, sales executive etc.
- To effectively and efficiently managing the resources and maintaining the profitability of the organization.

### **Max New York Life Insurance Co. Ltd – Jhansi Branch Office**

Role: Manager Sales

- To recruit train and develop candidates to achieve high productivity in quality ,cost & time.
- Team Size: 22 Members.  
Role : Asst. Manager Sales
- Recruitment/Development & retention of the Agent & Advisors.
- Lead a group of Agent & Advisors, co-ordinate and co-operate to achieve our Goal.
- Sales Forecasting on a monthly & quarterly basis.
- Maintain customer & company relationship along with customer service cell.  
Role : Financial Consultant
- It's a bridge between normal candidates who can join company to management.
- Over achieved target of Insurance policy -80 in 8 Months compared to original target of 50 in 9 months.

### **Achievements**

- # Ranked no. 1 in country top 50 SM's.
- # 2<sup>nd</sup> best Annual Performance Rating G2M2 for year 2009
- # Highest GPA Scorer in the Branch for the year 2009
- # No. 1 Sales Manager in Jhansi Branch.
- # Awarded Regional Business Council (RBC) award.

### **Summer Training Project.**

- February 2007 as Sales Intern in **BIG 92.7 FM**

**Achievements:** # 80 % targets achieved

# ONAIR Classified spot selected for 3 cities.

# Cold calls Appreciation.

## Education

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Degree	Institute	Percentage
MBA	Institute of Chartered financial Analyst of India (ICFAI)	6.5 CGPA
B.Sc Microbiology	Bundelkhand University Jhansi	72%
Intermediate	CBSE Board, K.V.,Jhansi	65%
High School	CBSE Board, K.V.Jhansi	55%

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