**CURRICULAM VITAE**

**Vijay Kumar**

**Address: House no. 32 S&S block Raghubir Nagar, New Delhi -110027**

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**Objectives**

A working professional with more than 5 year of indelible experience in the service industry, presently working in the Education sector. Having a methodical and thorough approach to work, and will go out of my way to maintain an enjoyable and clean working environment. My experience supports me to achieve deadlines and targets as well as apply new techniques to develop business strategy. For a strong position of marketing executive in a dynamic and progressive organization, where I would employ my existing skill, while being challenged to raise my skill.

**Qualifications**

* **BA programme** from **Delhi University** in 2015
* Passed 12thfrom **CBSE Board** in 2011
* Passed 10th from **CBSE Board** in 2009

**Experience**

Company Name : SIEC (Sonya International Education Center)

Profile : Marketing

Designation : **Marketing Executive**

Place : New Delhi

Period : From September 2012 to December 2017

**Responsibilities**

* + Conducting seminars & info- desk in colleges.
  + Keeping a daily record and details of students in excel sheet.
  + Reporting the data to seniors and discussing in terms of numbers.
  + SMS shootout for Universities visit & In House Event.
  + Promotional Activities.
  + Updating database and using a customer relationship management (CRM) system.
  + Answer to every office enquiries, internal and external.

**Current Experience**

Company Name : Neoastrum Education

Profile : Marketing

Designation : **Marketing Executive**

Place : New Delhi

Period : From May 2018 to till Date

**Responsibilities**

* + Conducting seminars & info- desk in colleges.
  + Keeping a daily record and details of students in excel sheet.
  + Reporting the data to seniors and discussing in terms of numbers.
  + SMS shootout for Universities visit & In House Event.
  + Promotional Activities.
  + Updating database and using a customer relationship management (CRM) system.
  + Answer to every office enquiries, internal and external.

**Key / Technical Skills:**

* Documentation tools – MS PowerPoint, Excel
* Encourage and motivate others.
* Knowledge of sales and marketing.
* Decision making skills.
* Adapt new techniques to make strategy.

**Hobbies/Extra Curricular Activities:**

* Travelling.
* Playing cricket.
* Listening music.

**Personal Details**

Father Name : Mr. Kailash Chand

Date of Birth : 16 September 1991

Marital Status : Unmarried

Nationality : Indian

Religion : Hindu

Languages Known: English, Hindi, Rajasthani

**Declaration:**

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

Date:

Place:New Delhi **(Vijay Kumar)**