**CURRICULUM VITAE**



**Aditya Singh**

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**Objective**

To work in an environment which gives me opportunity to add value to the company and enhance my knowledge, providing an opportunity for career growth and promoting the growth of the organization.

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **Board/University** | **Academic Year** | **Percentage** |
| PGDM | Canadian College For Higher Studies | University Of Ontario | 2018-2018 | 81 |
| BBA | Amity University | Amity University | 2014-2017 | 6.9 |
| Intermediate | Narayana Junior College | Intermediate Board | 2012-2014 | 85 |
| 10th | HVS Public School | I.C.S.E | 2008-2009 | 80 |

**Specialization: Market Research , Data Analysis, Data Management.**

**Skills and Proficiencies**

|  |  |  |
| --- | --- | --- |
|  | **Skill Sets** | **Proficiency** |
| 1 | Communication and interpersonal skills | High |
| 2 | Hard working and determination towards work. | High |
| 3 | Meticulous learner and adaptable to situations. | High |
| 4 | Ability to go an extra mile for customer delight. | High |
| 5 | Effective Team Player. | High |

**Projects**

**Quality Management In Suzlon Energy Ltd. :**

A general review on the Department of Quality Management in Suzlon Energy Ltd. The project highlights on the maintainence of quality of different products and services offered in Suzlon which makes it a Global player in the energy sector.

**WORK EXPERIENCE**.

**B for Baby ( Hyderabad, India)(Oct 15 2018– Present ):** A baby accessories and clothing store in Attapur, Hyderabad .

Business Development Manager;

* Was responsible for sales, stock management, and all the business operations.
* Implemented Digital media marketing, Social media Marketing for brand promotion and to boost up sales.
* Stock Management- Purchasing, Inventory.
* Got an opportunity to network .
* Employee Recruitment
* Responsible for Financial Transactions and GST and Tax payments

**Interests and Hobbies**

* Travelling
* Research
* Reading - Novels , Self Development Books , Business Articles
* Spirituality
* Sports : Cricket , Swimming

**Skills**

Proficient in MS office : MS Word ~ MS Excel ~ MS PowerPoint \*Strategic Sales\* Online Research\* E – Tailing \* Public Speaking \* Social Media \* Problem Solving \* Communication \* Financial Management \* Customer Management \* Convincer \* Business Development

**Languages Known**

* English
* Hindi
* Telugu

**Personal Profile**

Father’s Name: Gopal Singh

Marital status: Married

Gender: Male

D.O.B: 10-10-1995

Address: House no 14-10-387,Ramchander House, Puranapul Road,

Hyderabad , Telangana-500006

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**Declaration**

I, Aditya Singh , hereby declare that the above information is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Aditya Singh**