**MANVEET SINGH**

**Mobile: 9650660700/ manveet7787@gmail.com**

**CAREER OBJECTIVE:**

To achieve a responsible position in the organization wherein I can optimize my Market Experience, Academic credentials, prove quality contribution in order to meet the organizational goals through my good conventional skills, scholastic credentials and enthusiasm to work and learn with winning and positive attitude. I thus want to seek a career where I can display my Theoretical, Practical and geographical knowledge, content aptitude and sincerity.

**INDUSTRY INERFACE AND OTHER LEADING POSITIONS:**

* Working with **GROWESY** as a Business Development Manager from August, 2018 to Present.

**Responsibilities** :

* Developing new clients & negotiating with them securing profitable business.
* Maintaining & managing existing clients to ensure business sustainability.
* Sales Forecasting, Sales Coordination, and Corporate Planning etc.
* Team Handling, and team Leading for achieving Daily, Weekly, Monthly and Quarterly Sales Targets.

* Worked with **Urban Proposal Mart** as a Business Development Manager from February, 2016 to July 2018.

**Responsibilities** :

* Developing new clients & negotiating with them securing profitable business.
* Maintaining & managing existing clients to ensure business sustainability.
* Sales Forecasting, Sales Coordination, and Corporate Planning etc.
* Team Handling, and team Leading for achieving Daily, Weekly, Monthly and Quarterly Sales Targets.
* Worked with **WOODZDECOR** as a Business Development Executive from June, 2014 to January, 2016.

**Responsibilities** :

* Developing new clients & negotiating with them securing profitable business. Also Maintaining & managing existing clients to ensure business sustainability.
* Interfacing with key influencers ascertaining requirements, managing customer centric operations & ensuring customer satisfaction by achieving delivery timelines and service quality norms etc.

**OTHERS:**

* Completed one month summer training in marketing research in **developing product for rural market** from SHEELA FOAM PVT. LTD.
* Completed one month training in direction and production from DOORDARSHAN BHAVAN, under the PRASAR BHARTI guidelines at New- Delhi.
* Participated at National conference on Global to local: Issues, Challenges and Opportunities in Business at SARDA UNIVERSITY GREATER NOIDA.

**ACHIEVEMENTS:**

* Awarded UPM Employee of The Year for the Session 2017-2018.
* Awarded UPM Sales Super-Star of The Quarter for the Session 2016-2017.
* Won Employee of the Month Award Couple of Times from 2016-2018.
* Elected ‘Student Coordinator-MBA for the Session 2013-2014.
* Elected ‘Class Representative-MBA for the Session 2012-2014.
* Elected ‘Hostel-President- Sharda University for the Session 2013-2014.
* Elected ‘Industrial Tour Coordinator Mumbai-MBA Batch for the Session 2012-2013.
* Elected ‘Group-Coordinator for Study-Tour BVB New Delhi for the Session 2010-2011.

**EDUCATION:**

2012-14 Completed **MBA IN MARKETING & OPERATIONS**- FROM **SCHOOL OF BUSINESS STUDIES**, **SHARDA UNIVERSITY**, GREATER NOIDA (U.P.) with an aggregate CGPA 7.7 [First division].

* 2010-11 Completed one year **PG Diploma in Direction** from Department of Film & TV studies, SARDAR PATEL COLLEGE OF COMMUNICATION & MANAGEMENT, BVB new- Delhi.
* 2007-10 Completed **Bachelors in journalism and mass communication** from IMS- Ghaziabad.
* **2007 (10+2)[**SCIENCE**-PCM].**
* **2005 High School (10th)[**SCIENCE**].**

**ACTIVITIES AND INTEREST:**

* Travelling, Reading Books, Newspapers,
* Watching Movies, Web-Series and Writing
* Interacting with people and Developing Quality Network
* Workout on daily basis, Meditation
* Playing Badminton, Swimming etc.

**OTHER INFORMATION:**

* **Computer skills: -**
* **Google** Certified in the **Fundamentals of Digital Marketing**.
* Proficient in **Microsoft office** and **access of internet**.
* Expert in **CRM Software** and its use in **Entire Sales Process.**
* Completed **Microsoft advance** **Excel certificate course** from **NIIT.**
* Certified in Enterprise domain processes **oracle R 12. X E-Business suite** beginning level by oracle.
* **SPSS** Basic Level.
* **Communication skills:**
* Completed two months certificate course**- English Impact upper intermediate level** at **BRITISH COUNCIL** NEW DELHI.
* Language Known: **Hindi, English.**

**PERSONAL DETAILS:**

* Name: MANVEET SINGH
* Gender: Male
* Date of Birth: 07th July, 1987
* Passport No: K6603216
* PAN: CHGPS1468D
* Driving License no.- M-4026/MT/GB/08
* Father’s name : RAJENDRA SINGH