**SAPANA SINGH**

**Address:** Arthla, Mohanagar, Ghaziabad

**Email:** *ssingh.itp@gmail.com*

**Mob No.** *+91-7503405415*

**Objective**:

I am looking for a position in the challenging field of Marketing to play an important role in a Team, which is not only passionate about performing goal oriented work, but also enable me to use and contribute towards the overall development of the organization as well as my personal growth as a professional.

**Strength:**

* Excellent interpersonal skills.
* Cooperative and trustworthy team player.
* Cool minded, even in pressure.
* Goal directed.
* Strong on follow-up and good under pressure.
* Computer literate and proficient in Microsoft word, Ms Excel, Power Point,
* Convincing power.

**Professional Qualification:**

* Done P.G.D.M. (Post Graduate Diploma in Management) from IMR College, Ghaziabad (2013-15)

(Specializing in Marketing and Human Resources)

**Academic Qualification:**

* Completed Bachelor of Science from Lucknow University in 2012.
* Completed 10+2 from U.P. board in 2009, securing 1st rank in College.
* Completed 10th from U.P. board in 2007, securing 1st rank in District.

**Extra Curricular Activities:**

* Participated in state level Racing.
* Participated in college culture program.
* Acted as coordinator of college events in “Management day-2014”, “Saraswati puja-2014”, “ Fresher’s party-2014”, and “Culrav-2015” organized in IMR.

**Other activities:**

* I have done **internship** during my post graduation on “RECRUITMENT & SELECTION” from “**I.M.R. Ghaziabad”**



**Roles and Responsibilities:**

* To analyze the work profiles required in the organization.
* To frame out the sought skills to be present in the eligible employee.
* To get feedback from the existing employees with respect to organizational culture, changes required in the, if any, for the smooth processing of organization.
* To make telephonic cold callings, on follow-up basis.
* To co-ordinate with various departments and provide solutions for enthusiastic human resources.
* I have done one year diploma in “**A.D.C.A**.” from **Pascal Academy, Lucknow**.

**Job Experience:**

* Worked as “**Academic counselor”** at I.T. Pathshala Pvt. Ltd a unit of My Zeal I.T. Noida (since December 2014 – May 2015 )



**Roles and Responsibilities:**

* Handling the sales profile operations, by co-ordinating with the associated sales team.
* Making cold calls to the probable enquiries, via telephone, and putting the willing clients on follow-ups
* Counseling and making enrollments to the visitors and walk-ins at the organizations.
* Co-ordinating with administration and operations team to deliver the services offered in better way.
* Collecting the payment from the clients in the mentioned duration.
* Coordinating in the promotional activities of the organization and seeking better ways to establish the organization as a brand.
* Presently working as “**Sales Consultant”** at Country Club India Ltd. (June, 2015 – till date)



**Roles and Responsibilities:**

* Attending to all appointments & giving appropriate product presentations & converting them in to sales.
* Making powerful sales presentations and counselling the walk-in clients resulting in high conversion ratio, resolving member/ customer conflicts wherever applicable.
* Maintaining strong client relationship and high level of customer service.
* Preparing pre-sales proposals for prospective clients.
* Identifying potential customers and new business opportunities within and outside the branch  
  Maintaining Consistent Average Productivity

**Personal Information:**

Date of Birth : 20th Aug. 1993

Language Known : English, Hindi

Nationality : Indian

Gender : Female.

Father’s Name : Mr. Ram Govind Singh

Mother’s Name : Mrs. Manju Devi