**Jai Kant Singhal**

Live in Prashant Vihar

New Delhi

09999448778

jaisinghal32@gmail.com

**Work Experience (More than 7 Months)**

Vihaan Developers Pvt. Ltd. 20 June 2013 - 20 August 2013 (2 Months)

Noida, Sector 63 18 June 2014 - 18 September 2014 (3 Months)

13 September 2015 – Present

Roles & Responsibilities:

* Managed operations with a team of more than 5 people, develop business strategy, manage client deliverables & procurement
* Improvement in profit margins by maintaining a direct contact with the clients through online & offline sales channels
* Appraisal rating of Exceed Expectations for leadership skills and quality of project deliverables
* Use of good communication skills to deal with daily queries of the customers
* Also performed some financial activities like bank transfers and cheque collection from customers and brokers.

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Year | Board/University | Institute | % |
| MSc International Management | 2014-15 | Cardiff University | Cardiff University, UK | Awaiting |
| BBA (General) | 2011-14 | G.G.S.I.P. University | Tecnia Institute of Advance Studies | 66.138 |
| XII | 2010-11 | CBSE | Maharaja Agarsain Public School, Ashok Vihar | 61.2 |
| X | 2008-09 | CBSE | Maharaja Agarsain Public School, Ashok Vihar | 64 |

**Achievements**

* Stood 1st in an international debate with a team of 5 members against Toulouse business school.
* Have directed many presentations with multicultural team members in diverse situations.
* Took part in an HIV awareness program, which was organized by a government organization.
* Was the captain of the High School’s basketball team.
* Stood 2nd and 3rd in athletics in middle school.

**Skills**

* Good communication skills
* Good knowledge of Microsoft office
* Global exposure
* Multi-cultural team work experience
* Punctual
* Hard Working
* Have done Chinese beginners course part-1 from Cardiff University, UK

**Key Interest**

* Sports
* Music