

ANKIT SINGH

Nationality : Indian ▪ Date of Birth : 23rd October, 1993

Contact

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Career Objective

- **Work Experience of Almost '03' Years.**
- Passion to work in a Professional Environment, which will enable me to develop my Potential and Efficiency, also to meet the challenges and Excel in the field, where I can fully utilize my skills and Knowledge.

Professional Qualifications

- Master's of Business Administration from Amity University .(2014-2016).

Academic Qualifications

Exams	University/School/Board	Year
B.Com(Hons.)	Amity University	2014
Intermediate (10+2)	Tulsi Vidhya Niketan,C.B.S.E	2010
High School (10 th)	Tulsi Vidhya Niketan,C.B.S.E	2008

JOB EXPERIENCE

WORKED ALMOST " 03 Years" IN UNIAGENTS ,NEW DELHI (08 April 2016 to 5th February 2019)

Responsibilities.

- Introduces and markets new products by developing time-integrated plans with sales, advertising, and production (**Basic Pro; Basic plus ;CRM Version**).
- Maintaining the Data of Educational Stakeholders (**INSTITUTIONS;SCHOOLS;AGENTS**) by participating in different Educational Events like (**NAFSA; EU EDUCATION SUMMIT**).
- Providing the After Sale Services to Clients for **CRM**.
- Designing the Report on Yearly basis which helps the Sales Department to plan accordingly.
- Supervise staff and students as assigned.
- Provide information on specific programs, and make referrals where appropriate, to services offered by the college/university or by organizations outside for the educational and/or career enhancement of the individual.
- Assist with administrative responsibilities as assigned.
- Serve on committees and at meetings as assigned.
- Perform related duties as assigned.

Achievements and Extra- Curricular Activities

- Employee of the month in **UniAgents 2016**.
- Certification of **Military Training Camp 2016**.
- Overall Sports Captain at **“Sangathan” of Amity University 2015**.
- Worked as Intern for **1 month & 15 days at Phillip Morris International 2015**.
- Captain of the Cricket Team (ABS) at **“Sangathan” of Amity University 2015**.
- Participated in one day Orientation program for school children in **World tourism Day** organized by our department at **Primary School Jayapur (Varanasi)**.
- Volunteered for Inter Faculty youth fest **“Amiphoria”** in the **Amity University in 2014**.
- Volunteer Certificate for active participation in **“Amiphoria-2015” Annual Festival of Amity University**.
- Volunteer Certificate for active participation in **“Amiphoria-2014” Annual Fest of Amity University Participated in Volleyball in Sangathan 2012**.
- Actively participated in school curricular activities.

Trainings & Internships

- 45 Days Internship from “B.H.E.L”, Jagdishpur in **Operation and Marketing Communication** Department in 2015.
UNDER :
 - Mr. Akhilesh Agarawal (Senior Account Officer).
- 45 Days Internship from “B.H.E.L”, Jagdishpur in **Marketing Communication** Department in 2015.
UNDER :
 - Mr. Akhilesh Agarawal (Senior Account Officer).
 - Mr. Tribhuvan Pratap (Operation Head).

Area of Interest

- Organizational Events.
- Branding Promotions area Bihar, U.P, Delhi.

Hobbies

- Playing Cricket, Basketball, Football, Volleyball....
- Listening music

Strengths

- Hardworking & ambitious Active, Confident, Dedicated.
- Positive attitude and adaptability.
- Capable of acquiring new skills
- Ability to work in a Team Environment.
- Leadership Quality.

Technical Proficiency

- **Operating System** : Windows 7, Windows 8
- **Office** : MS Word, MS Power Point, MS Excel

Personal Details

- **Father's Name** : Mr. Manoj Kumar Singh
- **Mother's Name** : Mrs. Neelam Singh
- **Marital Status** : Married
- **Language**
- **Proficiency** : English (Can speak, read and write)
Hindi (Can speak, read and write)
- **Address** : Plot No. 25 Balaji Nagar Colony, Sameghat, U.P, Varanasi-221005

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

DATE:

PLACE:

ANKIT SINGH