

VIKAS SINGH

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PERSONAL STATEMENT

To build up a long career as a manager in a pioneer company, and develop my position, skills, and abilities with new challenges. Managing multiple projects simultaneously and leading a team. Which reflect the benefits on both me and the company.

EDUCATION

2020	AKTU University-	M.B.A	6.94 (CGPA)
2018	CCSU University-	B.J.M.C (Mass Communication)	62% (Percent)
2015	C.B.S.E Board-	12th (P.C.M Science)	51% (Percent)
2013	C.B.S.E Board-	10th (Science)	7.0 (CGPA)

WORK EXPERIENCE

1) Compass System Pvt Ltd: -

Work details: - (Project Management Executive) 26/Sep/2022 – Till yet.

- Collaborate with Project Manager to define project scope, Project Planning, Project goals, and deliverables.
- Develop and maintain Project schedule, timeline, and Resource allocation.
- Make a pivot report and provide project status and represent project to leadership and facilitate project meetings.
- Proficiency in project management software and tools (Celoxis, bitrix, Bugzilla and Jira etc).
- Coordinates for meetings, project status, update, and issue to stakeholders.
- Monitors and manages risks throughout the project lifecycle.
- Strong organizational and management skills.
- Knowledge of project management methodologies and Ability to work in a team-oriented environment.

2) Bajaj Formulation: -

Work details:- (Customer Relationship Manager) 01/Dec/2020 – 31/Aug/2022

- Prospect for new clients by networking and advertising or other means of generating interest from potential clients.
- Present new products and services and enhance existing relationship.
- Work with team and internal colleagues to meet customer needs.
- Handling queries related to New Client's Business and Existing one.
- Preparing professional presentations for new clients, selling all the features of why they should move their customers overstay with your firm.

INTERNSHIP

1) Paytm: -

Work details: - Campus ambassador 1/June/2019 – 1/Dec/2019

- Coordinate with students & explain the benefits of online payment.
- Influence students to do payment online and fees payment.
- Developing marketing strategies and programs to address key issues.

UNIVERSITY TRAINING

1) Project details:- (01/6/2019 – 01/12/2019)

- **PAYTM:- Online payment and cash back.**
 - **Position:- Campus Ambassador**
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Personal Skill

- ✓ Agile Methodology.
 - ✓ Scrum
 - ✓ Information technology
 - ✓ Celoxis
 - ✓ Bitrix 24.
 - ✓ Project Management.
 - ✓ Pivot Report Making
 - ✓ Team management.
 - ✓ Client Coordination.
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CERTIFICATES

- ✓ The Project Management Course. (Udemy)
 - ✓ Microsoft Excel- Advanced Excel Formulas & Functions. (Udemy)
 - ✓ The complete Digital Marketing Course. (Udemy)
 - ✓ Google digital unlocked. (Google)
 - ✓ Course on Computer Concepts. (NIELIT)
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LANGUAGES

- **Hindi:** - Speaking, Reading and Writing Good level.
- **English:** - Speaking, Reading and Writing Good level.