**CURRICULUM VITAE**



**SINGH**

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**CAREER OBJECTIVE**

To lead, challenge and be challenged in the marketing strategy or business/ market development position. Analyze and improve marketing, sales and operational performance. Develop products, markets and business relationships.

**WORK EXPERIENCE**

***July 2013 – May 2018***

**Manager-Sales (OEM Dept.) Deepak Fasteners Ltd. (UNBRAKO), Ludhiana**

**Job Profile**

* Understanding current and potential customers.
* Search and development of new customers.
* Analyzing and investigating price, demand and competition.
* Price negotiation and commercial terms discussion with customer to finalize the Purchase order or ARC.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Devising and presenting ideas and strategies.
* Promotional activities, organizing events and product exhibitions.
* Monitoring performance of regional team.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information through **SAP.**
* Maintains quality service by establishing and enforcing organization standards.
* Contributes to team effort by accomplishing related results as needed.

***August 2010 – Dec 2012 (2 years 5 months)***

**Purchase Assistant officer (Purchase Dept.) IOL Chemicals and Pharmaceuticals Ltd. (Ludhiana)**

**Job Profile**

* Vendor development, prepare of enquiry.
* Preparation of technical evolution report.
* Preparation of comparative statement / management approval note.
* Negotiation with party and placement of purchase order / work order.
* Follow-up with supplier for delivery / rejection / shortage.
* Preparation of monthly procurement report.
* Preparation of all types of purchase order on ERP programming system.
* Daily reporting of purchase activities to seniors.
* To co-ordinate with technical dept. for requirement of packing material.
* To co-ordinate with account department for bill passing & accounting process.
* Annual maintenance contract with safety vender & admin item vendors.
* To maintain the minimum / maximum stock of store materials / packing materials & technical consumables.
* To keep the pricing track of high value materials to plan purchases in such a way to have the pricing benefits.
* Monthly presentation of MIS.
* Attending breakdown on priority basis & arranging all required parts.
* Carrying out preventive maintenance as per schedule & additional jobs.
* Maintaining spare in store & monitoring it.

***August 2008 – June 2010***

Computer instructor (IT department) - MALWA CENTRAL COLLEGE OF EDUCTION FOR WOMEN, Ludhiana

**EDUCATION**

* **M.B.A. (Marketing)** from Sikkim Manipal University (S.M.U.) in year 2014 with Grade B (VeryGood).
* **MSc.IT** from GGNIVS (Ludhiana) with First class.
* **B.A**. from S.C.D. Govt. College for Boys, Ludhiana in April 2008 with 53% marks.

**COMPUTER SKILLS:**

* Operating Systems: Window 98, 2000, XP, Vista, and Window 7,8,10, Software’s: Microsoft office 2003, 2007, 2013, ERP, SAP and Internet, Hardware and Networking.

**EXTRA CURRICULAR ACTIVITIES:**

* I have got the award of **Best Sales Employee** of the year 2015-16 in **Unbrako (DFL)** company.
* I have participated in one day seminar-cum-workshop on LIFE BEYOND CANCER on 20th November 2009 and two day seminar-cum-workshop on Journey Towards Self-Culture on 11th & 12th February 2009.
* I have got two gold medals in P.S.E.B Bhangra competition.
* I have also attended the Moral Education camp in Baru Sahib, Himachal Pradesh, from 2nd to 7th June 2004.

**PERSONAL INFORMATION**

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| Date of Birth | - | 15 January, 1988 |
| Nationality | - | Indian |
| Marital Status | - | Married |
| Languages Known | - | English, Hindi, and Punjabi |
| Interests | - | Traveling, Singing, Dancing, Music listening, Cricket, |
|  |  | Gym, Swimming |
| Driving License | - | Indian |

*I hereby declare that the information furnished above is true to the best of my knowledge.*