***AMIT KUMAR SINGH***

***Add: - H.No 10, Ajay Nagar part 2 Ismilepur***

***Faridabad Haryana - 121003***

***Mob: - 9911787920***

***Email: -*** [***amitrajput9911@gmail.com***](mailto:amitrajput9911@gmail.com)

***CAREER OBJECTIVE:***

To work in challenging and growing atmosphere, to be at position wherein can effectively utilize my knowledge, skills and talents for my organization and individual development and be an asset for my organization.

***EDUCATION DETAILS:***

Bachelor’s Degree Program in Indira Gandhi Open University History and political science New Delhi

Intermediate N Y Inter College Manjhgain Tarapur

In Science with (PCM) Munger Bihar

Matriculation Giran Rajkumar Sarvodaya High School

Gulni Kushaha Bihar.

***PROFESSIONAL QUALIFICATION:***

One Year Computer Diploma in Computer Application (DCA)

Diploma from P C System Regd, New Delhi

**SKILLS:**

* Hardworking, Good Communication, Positive attitude, towards work, talking to new peoples.

***JOB EXPERIENCES:***

**Currently I am working with Lark Laboratories (India) as Business Development Executive**

* Meet the buyers to finalize the rates and solve the queries.
* Preparing documents regarding the purchase order & invoices.
* Maintain cost sheet & handling mails.
* Co-ordinate with manufacturing unit related the purchase orders.
* Attend the exhibitions as a volunteer on the behalf of company.
* Travels arrangements for the M.D
* Taking dictation and narrate the stories for the email.
* To handle all documentation work
* Maintaining the records of all files.
* Recruitment, re-sourcing, conduction interviews & selection.
* Work continuously on a task until completion (or referral to third parties, if appropriate).
* Prepare and follow a recruitment process for the organization.
* Checking mails and replying on behalf of M.D etc.

**January 2018 to July 2021 as Marketing Manager in Rail Analysis India**

* Leading the marketing department for the development of marketing plans, and executing marketing activities, advertising, public relations, event organization, participation in exhibitions, liaising with vendors, Company representative, Stall representative in exhibition

Also work as a backend executive etc.

**March 2016 to 24-12-2017 in Industrial Research & Development (IRD) Unit at IIT Delhi**

* Maintain cost sheet & handling mails.
* Handle the student related problems.
* Taking dictation and narrate the stories for the email.
* To handle all documentation work
* Maintaining the records of all files.
* Looking internet related problem.
* Also work as a backend executive etc.

***PERSONAL DETAILS:***

Address Ajay Nagar Part 2 Ismilepur Faridabad Haryana 121003

Date of birth 16/01/1991

Gender Male

City Faridabad

State Haryana

Pin Code 121003

Nationality India

Marital Status Married

Religion Indian

Languages known English, Hindi

Hobby Playing Outdoors Games, Travelling to New Places, Talking with New Peoples

**DECLARATION:**

**I hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance, I can prove myself.**

***Date:…………………. AMIT KUMAR SINGH***

***Place: Faridabad H.R.***