AREAS OF EXPERTISE

*Sales Operation Driving performance Networking*

*Proficient communicator Market Research Vendor management Negotiating & closing Budget Development*

*Advertising & promotions*

PERSONAL SKILLS

*Persuasive & articulate Relationship development*

*Hardworking*

*Self motivated*

PERSONAL DETAILS

*GURSIMRAN SINGH*

*M: +91-9971107989*

1. *Gursimrans754@gmail.co m*

*Nationality: Indian*

GURSIMRAN SINGH

PERSONAL SUMMARY

|  |
| --- |
| A bright, driven, energetic, and hard working individual who is renowned for his high standards of service, focus and commitment to marketing projects.  I can have an immediate impact on a business and its sales figures, and as a confident and articulate communicator, I will be more than able to continually enhance a company's performance. Currently I am looking to join a established and high-performing team, where I can contribute to their continued success |

**PROFESSIONAL EXPERIENCE**

**U & ME CREATIVE DESIGNERS**

Business Development Executive Jan-2019-Aug-2020

Responsibilities :

* Cold Calling
* Meeting clients and showing them the merchandise Demo.
* Finalise deals and do the necessary paperwork.
* Update client on the latest developments on the order and deliver accordingly
* Identifying new leads and furnishing the leads
* Making Databases.

**GURU ARJAN DEV PUBLIC SCHOOL (RECOGNISED), NEW DELHI**

Academic coordinator July 2016-Nov -2018

Responsibilities:

* To meet parents and convince them for the admissions
* Counsel Students take and try to find out whether they are able to cope up with academics and extracurricular.
* Talk to parents and discuss their child’s progress report.
* Keep a record of Academic calendar.
* Organize various activities and events for the students.

CORE COMPETENCIES

* Experience of sales environment.
* Ability to interpret complex information, data, news, and research quickly.
* Ability to react quickly to emergency situation or new customer requirements.
* Identifying the specific needs of customers, and then creating bespoke solutions for them.
* Writing accurate reports through the detailed analysis of data.
* Sharing knowledge and expertise in a highly professional manner.

ACADEMIC QUALIFICATIONS

* **B.COM (Hons) University of Delhi**
* **Digital Marketing**

COMPUTER PROFICIENCY

Well versed in Windows-7, XP & MS-Office. Excel and the basic use & understanding of Internet Tool.