**Sumit Singh**

**Hand phone: 9769661366** | **Email add:** adroitsumi@gmail.com | DOB: 19th Dec 1984

1203 Ivana, Mahavir Millennium, Vasant Vihar, Thane 400610.

**Career Objective**

An efficient, conscientious, enthusiastic, confident , humble, diplomatic and energetic post graduate with an excellent interpersonal skill now seeking a suitable position in your organisation ready to change the world of broadcasting utilizing my strong humane, analytical and communication skills developed over the years of marketing experience.

**Professional Strengths**

* Innovative conceptualist with fresh logical approaches
* Fast learner with good communication skills
* Keen sense of observation
* Determination
* Leadership Quality

**Work Experience**

**Company Name: PHI Creative Solutions Pvt Ltd**

**Tenure: March 2013 – April 2015**

**Designation: Sr. Executive Business Opportunities.**

**Responsibilities:**

* Enhances staff accomplishments and competence by planning delivery of solutions; answering technical and procedural questions for less experienced team members; teaching improved processes; mentoring team members.
* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analysing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analysing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

**Company Name: LeCirque Creative’s Pvt Ltd.**

**Tenure:** Apr 2011- Jan 2013.

**Designation: Client Servicing Executive**

**Responsibilities:**

* Meeting and liaising with clients to discuss and identify their marketing requirements;
* Working with agency colleagues to devise a marketing campaign that meets the client's brief and budget;
* Presenting, alongside agency colleagues (particularly the account manager), the campaign ideas and budget to the client;
* Working with the account manager to brief media, creative and research staff, and assisting with the formulation of marketing strategies such as ATL and BTL activities;
* Liaising with, and acting as the link between, the client and advertising agency by maintaining regular contact with both, ensuring that communication flows effectively;
* Contributing to and developing marketing plans and strategies.
* Negotiating with clients and agency staff about the details of campaigns;
* Presenting creative work to clients for approval or modification;
* Handling budgets, managing campaign costs and invoicing clients;
* Writing client reports;
* Monitoring the effectiveness of campaigns;
* Undertaking administration tasks

**Company Name**: **WNS Global Service Pvt Ltd**

**Tenure: May 2005 – Feb 2008**

**Designation**: **Senior Customer Service Associate**

**Responsibility:**

* To give consult, handle requests, resolve complaints, and respond promptly to customers.
* Investigate what products a customer may need and offer products that customer may potentially purchase
* Sell and up sell products and services
* Master all products, services and offers the company has and explain each one as requested by a customer.

**Professional Experience (Freelance ):**

1. **Projects with EDN Pvt. Ltd.:**
   * + Acetech Awards Night for builders and architectures at Hyatt, Santacruz. An event held to affiliate the most reputed builders and architects of the country and to honor their contribution. Played the role of the manager for the entire event from client handling to post production work.
     + Indo- Euro Summit at the Renaissance, Powai. An event held for the Gem and Jewellery Promotion Council where I participated as the organizer on behalf of EDN Pvt. Ltd along with the designation of Production Head for the same.
2. **Project with ONGC:**

ONGC Mini Marathon @ BKC. An event organized for the employees of ONGC Company as a motivational boost as well as an employee bonding technique.

**Professional Qualifications: Dual Degree Majors in Marketing & Finance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Year of passing** | **Institute/University** | **Percentage (%)** |
| Post Graduation Diploma in Planning and Entrepreneurship  &  Post Management Degree in Management.(Marketing, Intl Marketing & Finance) | 2009-2011 | The Indian Institute of Planning and Management, Mumbai  &  International Management Institute, Belgium | 1st Trimester-61.99  2nd Trimester-61.87  3rd Trimester- 62.00  4th Trimester- 63.00  Avg- 62 |

* **Academic:**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Year of passing** | **Institute/University** |
| Graduate | 2008-2009 | Mumbai University |
| HSC | 2001-2002 | Mumbai University |
| SSC | 1999-2000 | Little Flower High School Mumbai |

**Summer Internship**

Company: Six Sigma Events Pvt Ltd

Position: Management Trainee (Client Servicing)

Period of work: 1st Dec 2009 to 31st Jan 2010

Responsibility:

* Establishing and cultivating relationships with the clients.
* Collaborating with multiple internal departments to improve the quality of the product.

**Technical Know-how**

* Well versed with CMS Systems, MS Office-Word, Excel, Power Point and Outlook.

**Hobbies & Interest**

* Listening to music
* Exploring new places
* Meeting & Understanding human nature.

**Linguistic Abilities**

**Spoken**: English, Hindi, and Marathi | **Written**: English, Hindi, and Marathi.

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

**Sumit Singh**

**Date:**

**Place:**