

# Yashi Singh

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**Objective** – Aspiring for a role as a Business Development Executive representative with a strong commitment to delivering exceptional service, I aim to leverage my expertise in the given area , building lasting customer relationships , and meeting or exceeding the given targets. I seek to contribute to a dynamic team, adhere to regulatory standards, and consistently enhance my skills to provide the highest level of satisfaction to both customers and the organization.

## Education

Qualification	College/School	Year	Percentage
B.A ( English )	K.S Saket P.G College , Ayodhya	2021 – 2023	69%
Intermediate (English)	Canossa Convent Girls Inter college , Ayodhya	2019 – 2020	73%
High School ( English)	Canossa Convent Girls Inter college , Ayodhya	2018 – 2019	80%

## Technical skills –

- Manage excel sheets for data analysis, including tasks like sorting, filtering, and using data analysis tools.
- Ability to efficiently enter, organize, and manage data within Excel spreadsheets.
- Ability in creating charts and graphs, using features like bar charts, line graphs, and pie charts, to visualize data effectively using Excel.
- Ability to create professional and engaging presentations for various purposes, such as meetings, training sessions, or client pitches using Microsoft PowerPoint.
- Ability to embed multimedia elements, such as videos and audio, into PowerPoint presentations.

## Interpersonal Skills-

- Passionate about customer service and have excellent communication skills.
- Able to work under minimum supervision, prioritize tasks and efficiently manage multiple projects simultaneously.
- Fostering positive relationships with clients and team members alike by following company best practices and support policies.

- Ability consistently deliver outstanding customer service by actively listening to customer needs, resolving inquiries promptly, and maintaining a courteous and professional demeanor.
- Ability consistently meet or exceed sales targets, driving revenue growth for the bank through effective communication of banking products and services to customers.
- To build lasting relationships with customers by gaining their trust, understanding their financial goals, and offering tailored banking solutions that meet their needs.
- Aspiring leader with a strong commitment to teamwork, adaptability, and a proactive approach to achieving shared goals
- Proactive and solution-focused individual dedicated to resolving challenges and contributing to positive outcomes
- Confident and articulate communicator with a passion for effective public speaking and engaging diverse audiences.

### **Extracurricular Activities**

- Awarded as a medal for good communication skill in school Programs.
- Anchoring in so many programs/festival in college & school.
- Be the part of the NGO in which as the dedicated advocate for social change & actively contributing for it.

### **Declaration**

I hereby declare that all the information given above is true to the best of my knowledge.