

# Resume

<b>Riya Singh</b>
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<b>Female/ 24</b>



## CAREER OBJECTIVE

Looking for an opportunity by utilizing and updating my skills in the realization of fulfilling company's goals and self-growth.

## ACADEMIC BACKGROUND

Year	Qualification	Institution	Subjects	%
2020	Post Graduate Diploma in Business Management	SRMS International Business School, Lucknow	Marketing and Finance (Dual Specialization)	63%
2018	M.com	Dr. Ram Manohar Lohia Avadh University Faizabad (U.P.)	Commerce	51 %
2016	B.Com	Dr. Ram Manohar Lohia Avadh University Faizabad (U.P.)	Commerce	51.07 %
2012	Intermediate (UP Board)	Eram Inter College, Indira Nagar, Lucknow	Commerce (Accountancy, Business organization & Banking)	63.2%
2010	High school (BSEB)	D A V High School Gopalganj	English, Sanskrit, Math's, Hindi, Science, S.Studies	68.4%
Other Courses / Certification	M.S Office & Desktop Publishing Google Digital Marketing CCC			

## KEY SKILLS

- Client Acquisition & Retention
- Revenue Generation & Grievance Handling
- Initiative, Productive, Motivated
- Problem Recognition & Solution Identification
- Team Building, Time Management

## LIVE PROJECT

**Organization:** Indian Tobacco Company

**Project Title:** Live Project

**Location-** Lucknow

**Tenure:** 3 days

**Responsibility:** I have to handles the customers, and maintain the layouts and pull the sales up.

## SUMMER INTERNSHIP

**Organization:** Bharti Airtel Limited

**Location:** Vibhuti khand Gomti Nagar

**Period:** 27<sup>th</sup> Apr-2019 to 26<sup>th</sup> Jun-2019

**Designation:** Summer Intern

To study customer's preference and perception about Airtel Broadband in Lucknow.

**Project Title:** "Customer Awareness and Engagement for Airtel Broadband in Lucknow"

**Responsibilities:** -

- To do surveys on daily basis of those who use Airtel Broadband and Other Broadband.
- To make people aware about Airtel Broadband.
- Generate new customer.

**Accomplishments:-**

- Contacted with more than 1600 Customers in Lucknow.
- Converted customer to take service of Airtel Broadband.
- Got knowledge about consumer behavior.

## OTHER INTERNSHIP

### Organization: Awign Enterprises Pvt. Ltd

**Location:** Home Based  
**Period:** 28<sup>th</sup> May-2019 to 18<sup>th</sup> Jun-2019  
**Designation:** Intern Trainee

To know customer's preference and perception about Udaan (KYC)

**Project Title:** "Relationship Manager for Udaan(KYC)"

#### Responsibilities: -

- Calling the shop owners and informing them about KYC Process.
- To aware about Benefit of KYC Process.
- After the calling I have submit real time data in the awign app.

#### Accomplishments:-

- Contacted with more than 800 Udaan customers.
- Converted more than 600 customers to fill the KYC Process .
- Got knowledge about consumer behavior.

## EXPERIENCE

**SBI CAP SECURITIES**  
Sales Officer

Date of Joining  
16/12/2020

**JOB SUMMARY:-**To source Business from SBI Bank Branches & open market and help client with Demo by helping them to initiate Trading activities after account opening.

#### Responsibilities :-

- To source the business via allotted bank branches or open Market.
- Activating clients for Trading Post Acquisitions.
- Acquiring and retaining new clients.
- Providing clients with demo & handhold to initiate trading activities after account opening.

## EXTRA CURRICULARACTIVITIES

- Presented paper in 4<sup>th</sup> National Conference held at SRMS IBS.
- Volunteered 8<sup>th</sup> CII Global Summit on skill development 2018.
- Won 1<sup>st</sup> prize in OBL (out-bound learning) organized by HR club.
- Participated in Marketing Warfare held at SRMS IBS.
- Participated in Marketing Live Stream held at SRMS IBS.

## PERSONAL INFORMAT

<b>FATHER'S NAME</b>	Mr. Amod Kumar Singh
<b>MOTHER'S NAME</b>	Mrs. Bindiya Devi
<b>DATE OF BIRTH</b>	20 /08/ 1995
<b>PRESENT ADDRESS</b>	D-Block,143/1, Indira Nagar Lucknow
<b>HOBBIES</b>	Meeting People, Travelling, Riding, Listening Music

**Place:** Lucknow

**(Riya Singh)**