ANGAD SINGH

Address

E-127 Sec-9 Vijay Nagar Ghaziabad U.P.

201009

# Objective

Email angadsingh1012@gmail.com

9818824707

* To achieve intended Goal of the Organization within the time frame by utilizing my dedication of Work, professional experiences & skills with full Potential ability and be a part of organizational Progress & Procession.

Profile Summary

* Worked in Square yards as a MIS Executive, prepared Bord payment report, daily productivity report, used to coordinate with CP and RM regarding property details, verify documents in listing.
* Having 5-year experience in Samsung Customer Service and Make My Trip
* In Make My Trip prepared daily MIS report according to requirement of clint and manager’s, prepared agent wise productivity report.
* In Make My Trip Worked as a SME and lead rate loading team, hotel mapping team and MOJO Ops.
* Maintain outstanding reputation with co-workers and successfully meets deadlines
* Worked as a customer care executive in Samsung technical and promoted as a SME for mail process
* In Samsung process take care of a team PAN INDIA mail and VOC (East West North South)
* In Samsung I was responsible for after sale service like repair case and demo installation case, coordinate with service center and dealer for the same. Used to prepare productivity report, product reports service center wise, mail details maintain on excel sheet.
* Work towards automation of process and hence help reduce cost by getting operational efficiency.
* Proficient in writing stored procedures, functions and views.
* Proficient in using Excel Sheet and Excel formulas like Pivot Table, Chart, VLOOKUP, Filter, Sorting, Conditional Formatting, Sum if, Count if, Text and Date & Time Function etc.

# Academic Qualification

* B.B.A from Sikkim Manipal University
* Intermediate from U.P Board
* Matriculation from U.P Board

# Technical qualifications

* Management Information System from MAATI Institute.
* Google Suite (Google forms, Query Function, Import range Function.
* Diploma in financial accounting (Tally ERP.9) From IICTC

# Key Skills

* Good learner and excel knowledge**.**
* Efficient team worker.

# Professional Experience

|  |  |
| --- | --- |
| **Duration** | **July 2018 – April 2020** |
| **Company** | **Ienergizer (Make My Trip)** |
| **Designation** | **Senior Executive** |
| **Department** | **Operation back office** |
| **Technology Used** | **MS-Excel.** |

|  |  |
| --- | --- |
| **Duration** | **February 2013 – October 2017** |
| **Company** | **Ienergizer (Samsung)** |
| **Designation** | **Customer service executive** |
| **Department** | **Operations** |
| **Technology Used** | **MS-Excel.** |

## Personal Information

Father Name : Mr. Param Hans Singh Date

of Birth : 13 June1989

Sex : Male

Nationality : Indian

Marital Status : Married

Languages known : English, Hindi, Punjabi

# Declaration

I hereby declare that all the above information is true, complete and correct to the best of my knowledge & belief.

# Place: Ghaziabad

## Date: (Angad Singh)