

# SAKSHI SINGH

ADD :- Brahimpur,sultanpur(up).

DOB - 31/08/1998

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## CAREER OBJECTIVE

To work on challenging job profile which provides an opportunity to enhance my skills and knowledge, this could provide me an insight into new aspect so that it would be helpful for my career.

## QUALIFICATION

Qualification	Collage/Institutes	Board/University	Passing year
<u>MBA</u> (HR And Marketing )	Goel Institute Of Technology And Management Lucknow	Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh (AKTU)	2021
<u>B.S.C</u>	Shri Vishwanath PG College Kalan Sultanpur	Dr. R.M.L.A.U. AYODHYA	2019
<u>INTERMEDIATE</u>	Kisan Inter College Arsiya Jaunpur	UP	2016
<u>HIGH SCHOOL</u>	Kisan Inter College Arsiya Jaunpur	UP	2014

## WORK EXPERIENCE

- Currently Working As Assistant Demand Excellence At Unorg vendor solutions PVT LTD (Formerly Known As 1 Stop Vendor Solutions PVT LTD) From 1 April 2022 Till Now.

## JOB ROLES AND RESPONSIBILITIES

- Coordination Between Supply, OPS And Demand Team.
- Order's Management With The Help Of ZOHO Software.
- Data Entering.

## SUMMER TRAINING

- COMPLETED HR INTERNSHIP FROM MY CAPTAIN.

## **ACHIEVEMENT & EXTRA-CURRICULAR**

- Received Certificate of Appreciation for Research Inquest by Jaipuria Institute of management
- Got 1<sup>st</sup> position at national level Eminencia 2020 by G-quiz .
- Participated in various cultural event of GITM volunteer work and public service.

## **STRENGTHS**

- Work with positive attitude to contribute the healthy functioning of the organization.
- Analyzing every angle of a project before working on it.
- Self-confident and great patience.
- Willingness to Learn.
- Adaptability to change environment.

## **PERSONAL PROFILE**

**Date of Birth:** 31 Aug 1998

**Nationality:** Indian

**Language Known:** Hindi & English

**Marital Status:** unmarried

## **DECLARATION**

I confirm that all the information provided by me is true to the best of my knowledge and belief.

**Sakshi Singh**