

Shiva Singh

Bachelors of Business Administration

✉ shivasingh5634@gmail.com

📍 127/F Block Panki Kanpur
Uttar Pradesh 208020

☎ 9555108735

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge in Supply chain & logistics, Human Resource, Sales & Marketing.

Education

BBA Pranveer Singh Institute Of Higher Education

Kanpur, India

From May 2018 to June 2021

-Related Projects

1 - Title: "Market Survey Report on Comparative Study of Skoda Ltd. v/s Maruti Suzuki India Ltd."

- Duration: Jan 2019 – April 2019

- **Overview**- (Aim was to find out the **Opinion** About the firms among the Buyers Related To factors like "Pricing, After Sale Service etc.")

2 - Title: "Impact of Social Media Marketing On Small Business Firms"

Duration: February 2020 - May 2020

- **Overview**- (**Social media marketing** provides a low cost opportunity for **businesses** to reach large numbers of users and gain brand recognition . **Businesses** and organizations can gain exposure by simply making their presence felt on these websites)

3 - Title: "Customer Satisfaction At Pantaloon Retail Store"

- Duration: August 2020 - November 2020

- **Overview**: (Aim was to find out the "**Quality Assurance, Service providing, & Behaviour**")

Intermediate Florets International School Kanpur, India

From May 2017 to April 2018

Percentage-65.3%

Board- CBSE

High School Florets International School Kanpur, India

From May 2015 to April 2016

Board- CBSE

Percentage- 89.9%

Languages

English 

Hindi 

Computer skills

Operating Softwares 

Windows, MacOS

Communication and collaboration tools 

Skype, Zoom

Presentation Software 

Power point, Key Note

Spreadsheets 

Excel, Google Spread Sheets

Office Suit 

Microsoft Office, G Suit

Data Visualization 

All Apps

Hobbies

- Reading Books

- Art & Music
- Blogging
- Travelling
- Sports
- Video Games

Voluntary Experience

Studio Analyst (Charity Show) T-Series Lucknow

From June 2017 to September 2017

Duty

- To maintain the Back screen Production Quality on stage
- To set up the sound processors and 3d mixers for the show

Stage Assistant Manager RVCJ Media Pvt. Ltd Mumbai

February 2018

Responsibility

- (To manage every required accessories on stage)

Certifications

Certifications

- **Supply Chain Logistics**

(It covers three major building blocks of logistics "Transportation, Warehousing, Inventory. Moreover it talks about Advantage and Disadvantage of Transportation)

- **Supply Chain Management**

(It Covers techniques that helps to understand optimize flow and focuses specially on Six sigma quality)

- **Human Resource Management**

(Understanding alternative approaches to managing human resources and appreciating the diversity of factors)

- **Social Media Data Analytics**

(Utilize various Application Programming interface, Process the Collected data, Analyze unstructured data)

- **Fundamental of social media advertising**

(Determine why and when to invest, understanding anatomy, Evaluate which platform is best to advertise)

■ **Financial Markets**

(An overview of ideas, methods, and institutions that permits human society to manage risk and foster enterprise)

Work experience (Internship)

HR Junior Assist. Intern [Asahi India Glass Ltd.](#) Roorkee, Uttrakhand

From May 2020 to July 2020

- Maintains employee information by entering and updating employment and status-change data.
- Provides secretarial support by entering, formatting, and printing information.
- Answers the telephone, relays messages, and maintains equipment and supplies.
- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.

Skills

Customer Assistance 

Business Development 

File/Record Maintainance 

Team Management 

Business Operations 

E-Certifications

- **Leadership and emotional intelligence(Coursera)**

(Impact of different components of emotional intelligence at work)

- **Channel Management and Retailing(Coursera)**

(Stay up-to-date on adding aspects to their main strategic guideline and making them key points in decision process)

- **IT Project management(Coursera)**

(It addresses project management in the context of IT Projects, including Software projects)

- **Managing employee performance(Coursera)**

(It will discuss the skills and key process you will need to develop the employees to attain department and organizational goals)

- **Introduction to personal branding(Coursera)**

(To maintain and inhabit the brand)

- **Human Resource Management: HR For People Managers Specializations(Coursera)**

(Applying Best Practices for hiring and rewarding employees and for managing performances)

Reference

Anurag Singh

Kohler Innovation Centre

9897087212

anuragdit07@gmail.com