Shiva Singh

Bachelors of Business Administration

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- 127/F Block Panki Kanpur Uttar Pradesh 208020
- **S** 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

<u>1</u> - **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.")

<u>2</u> - **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)

<u>3</u>- *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 Skype, Zoom collaboration tools 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)

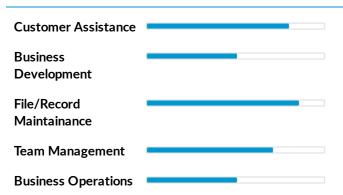
Work experience (Internship)

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



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