

CURRICULUM VITAE

JAGMOHAN SINGH

Address:-

VILL.RURKA PO.DEHLON
DISTT.LUDHIANA 141118

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Career Objective

I am looking for a challenging work, which provides me a good platform to share my capabilities and at the same time provide me with opportunities so that I can give best to my organization and self

Professional Skills

- *Time Management.*
- *Team Management*
- *Decision Maker*
- *Sales and Marketing*
- *Dedicated & Hardworking*

Academic Qualification

- *MCA from Punjab Technical University Jalandhar in 2008.*
- *MSc (IT) from Punjab Technical University Jalandhar in 2007.*
- *PGDCA from Punjab Technical University Jalandhar in 2006.*
- *B.A from Punjab University Chandigarh in 2005.*
- *Senior Secondary from P.S.E.B. Mohali in 2002.*
- *Secondary from P.S.E.B. Mohali in 2000*

Experience

- *Experience as Sales and Office Coordinator in Aarohi Advertising Agency Ludhiana from 1st April 2012 to 31st August 2017.*
- *Experience as Sales and Office Coordinator in KK PR Advertising Agency from 1st September 2017 to 31st March 2020.*
- *Experience as Customer Relationship in SBI Credit Card from 1st November 2020 to 31st May 2022.*
- *Experience as Certified Internet Consultant (Sales) in Just Dial Ltd. from 20th June 2022 to 31st August 2022.*

Personal Data:

F,Name : BIKRAM SINGH

Date of Birth : 17-12-1983

Gender : Male

Nationality : Indian

Marital Status : Married

Proficiency : Punjabi, Hindi,
English.

Work Responsibilities

- Coordinate with all Newspaper Publishers for Advertisement.
- To achieve target given by the Management.
- To generate bill and send to Customers.
- Handle all new Clients for advertisement queries.
- Coordinate with Clients for payments to ensure that they relieve payments on time.
- To generate new goals for Business.
- To Design advertisements in official Software.
- Office Coordinator to ensure smooth management of Office.
- Coordinates with the Clients to good service.

Strength

- Suit to any environment.
- Self motivated.
- Problem Solving Systematically.
- Discipline, Honest, Hardworking & Dedicated Person
- Learn new things

Hobbies

- Reading Books, Music.

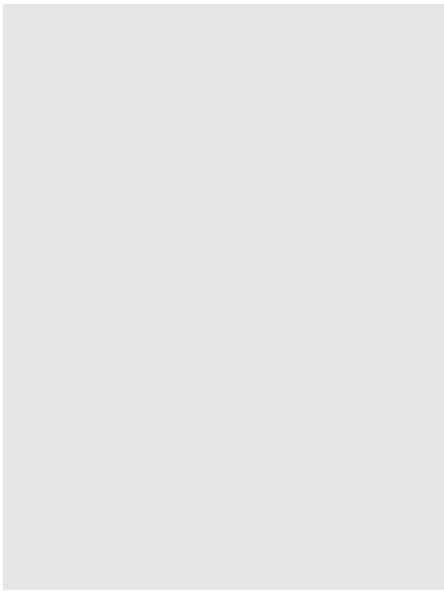
Declaration

I hereby declare that the given information is true to best of
My knowledge's

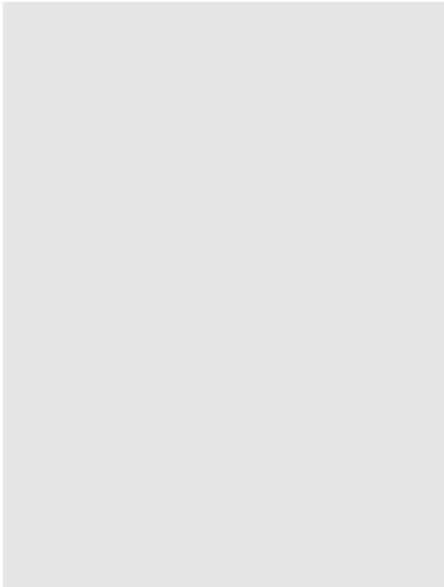
JAGMOHAN SINGH

(Signature)

Date :



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