

UTKARSH

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PROFESSIONAL SUMMARY

I have strong resonance with getting work done in a top-notch manner with utmost respect to procedures, guidelines, and safety. As a true professional, I am committed to identifying issues at every touch-point and to providing the best service possible at all times. I have a successful track record of finding out what sells by analyzing market data on a local, regional and national level. I am highly capable of working in an environment of change, challenge and moving deadlines.

I am seeking a suitable position in a reputable company in a fantastic environment and culture where employees gain invaluable experience.

EXPERIENCE

NOV 2018 – DEC 2018 (8 WEEKS)

TEACH FOR INDIA (UDAAN PROJECT) – NEW DELHI | SURVEYOR, TEAM LEADER,
COMMUNITY AGGREGATION

- Responsible for managing all project costs from pitch to completion
- Undertaking costs analysis for building projects
- Attending meetings and liaising with stakeholders on commercial matters
- Dealing with time sensitive issues in an urgent way
- Performing routine office and administrative duties
- Getting useful and informative feedback from community

INTERNSHIP

MAY 2019 – JUNE 2019 (2 MONTHS)

HITACHI | STUDY OF CUSTOMER PERCEPTION TOWARDS AIR CONDITIONER WITH
SPECIAL REFERENCE TO HITACHI
PROMOTER AND CONSULTANT
CUSTOMER EXPERIENCE EXECUTIVE
PERFORMED DAY TO DAY SALES ACTIVITY
STUDIED CONSUMER BEHAVIOUR

EDUCATION

2020

JAGAN INSTITUTE OF MANAGEMENT STUDIES (AICTE) | PDDM-IB (PURSUING)

- Major: Marketing
- Minor: International Business
- Attained 60.64% score

2018

KULBHASKAR ASHRAM DEGREE COLLEGE ALLAHABAD - CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY | GRADUATION IN BBA MANAGEMENT

- Attained 61% score

2014

BOYS' HIGH SCHOOL AND INTER COLLEGE – ISC | GRADE XII - COMMERCE

- Attained 53.75% score

2012

BOYS' HIGH SCHOOL AND INTER COLLEGE – ICSE | GRADE X

- Attained 60.86% score

CORE COMPETENCIES

- Consistently working to the highest standard
- Readily familiarizing with different work environments and systems
- Completing work within tight deadlines with precision
- Working well under pressure, with strong decisiveness ability
- Handling numerous duties simultaneously
- Able to work within broadly established guidelines and processes
- Concise communication skills that help to build interpersonal relationships
- Sharp attention to detail
- Proficient in Microsoft Office
- Track record of establishing and leading successful operations

CERTIFICATIONS

- ❖ Global Marketing Management - NPTEL(National Programme on Technology Enhanced Learning) 2018
- ❖ Leadership - NPTEL(National Programme on Technology Enhanced Learning) 2019
- ❖ Intellectual Property Rights - NPTEL(National Programme on Technology Enhanced Learning) 2019
- ❖ Inbound Social Media Strategy - HubSpot Academy
- ❖ Inbound Marketing - HubSpot Academy
- ❖ The Complete Digital Marketing Course-Udemy
- ❖ Excel at Work Complete MS EXCEL Mastery to Pro –Udemy

