

# CURRICULUM VITAE



## RAJAN KUMAR SINGH

805 Devi Mandap Road, Ram Nagar Adalhatu,

MorabadiRanchi-834008 (Jharkhand)

Mo: 8102905512

Aadhar No.: 2219 4169 5580

Email: [singhrajn7823@gmail.com](mailto:singhrajn7823@gmail.com)

### Profile Snapshot

DOB:-16/11/1997

Gender: Male

Functional area: Sales And Marketing

Home Town: Ranchi

### Career Objective

Ambitious to build a career in sales and marketing with an organization, where team work is required and hardworking is appreciated and to be in a position which is best suited to my knowledge and skills.

### Key Skills

- Computerized accounting with Tally(GST) DCA (Diploma In Computer Application)
- GST Work, Income Tax
- MS Word, Excel, Power Point,
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### Work Experience

1. **Worked at sales representative in Shree Gajapati Paints Pvt Ltd (SG Paints) august 2018 to July 2019.**
  - A. Handling existing dealers and appointing dealers.
  - B. Forecasting sales and achieving sales target.
  - C. Ensuring standard for quality and consumer services.
  - D. Special promotion.
  - E. Handling six District :- **Hazaribagh,Chatra,Koderma,Barkatta,Simdega,Gumla,**
  
2. **Currently work with Sawita sewing machine as sales officer.(Ranchi)**
  - A. Providing and higher level of consumer services.
  - B. Plan and promote special events.
  - C. Analysing sales figure and forecasting future sales values to maximize profit.
  - D. Coordinating with the category and the warehouse for new arrival stocks.

### EDUCATIONAL QUALIFICATIONS

<b>Classes</b>	<b>Name of School/ Institute</b>	<b>Passing Board/University</b>	<b>Passing Year</b>	<b>Division</b>
Intermediate (I.Com)	R.L.S.Y. College Kokar Ranchi	JAC	2015	2 <sup>nd</sup>
Graduation (A/cHons.)	R.L.S.Y. College Kokar Ranchi	Ranchi University	2018	2 <sup>nd</sup>
MBA	Institute Of Management Studies (IMS) Ranchi	Ranchi University	2021	1 <sup>st</sup>

### **STRENGTHS**

- Discipline
- Fast learning capacity
- Team management
- Time management

### **PERSONAL INFORMATION**

- |                             |  |
|-----------------------------|--|
| ❖ FATHER'S NAME             | : Ram Prawesh Singh  |
| ❖ NATIONALITY               | : INDIAN   |
| ❖ LOCAL ADDRESS<br>Morabadi | : 805 Devi Mandap Road, Ram Nagar, Adalhatu<br>: Ranchi, Jharkhand – 834008.       |
| ❖ PERMANENT ADDRESS         | : Devi Mandap Road, Ram Nagar, Adalhatu, Morabadi<br>: Ranchi, Jharkhand – 834008. |

### **DECLARATION:**

I do hereby declare that, all the above statements are true and correct to the best of knowledge.

**Date :**

**Place : RANCHI**

**Signature**