

# Neeraj Singla

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## OBJECTIVE

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Multi-faceted, efficient, and reliable administrative professional with 20+ years of experience supporting executives, sales personnel, and managers to improve internal operations for businesses.

## EXPERIENCE

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2018 - to  
till today

- **General Manager**  
LTP And JPH  
Managing all day to day operations  
Recruitment, training and managing the staff  
Look after all operations of Showroom  
Procurement of Garments  
Build strong customer relationship

2012 -  
2018

- **Franchise**  
Cantabil  
Managing all day to day operations  
Recruitment, training and managing the staff  
Look after all operations of Showroom  
Procurement of Garments  
Build strong customer relationship

2013 -  
2018

- **Franchise**  
Pritika  
Managing all day to day operations  
Recruitment, training and managing the staff  
Look after all operations of Showroom  
Procurement of Garments  
Build strong customer relationship

2014 -  
2018

- **Regional Head**  
Adventure Jeans  
Managing all day to day operations  
Recruitment, training and managing the staff  
Look after all operations of Showroom  
Procurement of Garments  
Build strong customer relationship  
All expansion of showroom  
Managing franchisee

2008 -  
2014

- **Assistant Professor cum Head Admission Cell**  
Vaish College of Engineering, Rohtak  
Deliver lecture to students of B.Tech. and M.Tech.  
Also managing and promoting all admission  
Managing Exam center and Time tables

2004 -  
2008

- **Lecturer cum Dean (Admission Cell)**  
Jind Institute of Engineering and Technology, Jind  
Deliver lecture to students of B.Tech. and MCA  
Also managing and promoting all admission  
Managing Exam center and Time tables

2003 -

- **Lecturer**

2004 N.C.College of Engineering,Panipat  
Deliver lecture to students of B.Tech. and M.Tech.  
Managing Exam center and Time tables

## EDUCATION

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- 2010 • **M.Tech.**  
Vaish College of Engineering, Rohtak  
78
- 2003 • **MCA**  
Maharshi Dayanand University, Rohtak  
74
- 2000 • **B.Sc.**  
Kurukshetra University, Kurukshetra  
74
- 1997 • **10+2**  
CBSE  
68
- 1995 • **10**  
Board of School Education, Bhiwani  
75

## SKILLS

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Problem Solver, Team  
Management, Customer  
Relationship, Good bargainer

100%