

Aditya Singh

CONTACT

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india, Ghaziabad

EDUCATION

2022 - 2023

Shri guru ram rai public school, India, Govindpuram

- Graduation:** July 2023
- Stream:** Computer Maths
- Aggregate marks:** 79%
- Relevant coursework:** Physics, Mathematics, Chemistry, Computer Sciences
- Extracurriculars:** Quiz club, Debate club, Senior table-tennis team

LANGUAGES

- English
- Hindi

PROFESSIONAL SUMMARY

Accomplished Business Associate with a proven track record in data analysis, marketing campaign execution, and client communication management at Cariktur. Demonstrated leadership as a Team Leader at Burger King, enhancing team performance and customer satisfaction while driving business growth. Skilled Graphic Designer with extensive freelance experience, adept in Adobe Creative Suite and innovative design solutions. Core competencies include outreach coordination, fundraising techniques, digital marketing, and disability support planning. Career goal: to leverage diverse skill set to drive organisational success and innovation.

EXPERIENCE

Business Associate 2024 - Now
Cariktur, India, Noida

- Identified data discrepancies through careful analysis, promptly researching issues for quick resolutions.
- Developed and executed marketing campaigns across multiple channels, significantly increasing brand awareness and market share.
- Assisted in the coordination of staff travel arrangements and accommodations for business trips.
- Managed client communications by answering phones and corresponding through email.
- Received, routed and distributed incoming mail and parcels.

Team Leader 2023 - 2024
burger knig, India, Raj nagar

- Evaluated team performance and provided constructive feedback to improve daily goal achievement.
- Championed a customer-focused approach, leading to a significant improvement in client satisfaction scores.
- Conducted performance reviews, providing constructive feedback and personal development plans.
- Trained and supervised team to deliver on store sales targets.
- Drove company growth with proactive mindset and results-oriented plans for business operations.
- Managed organisational resources to meet administrative and operational needs whilst adhering to budgetary guidelines and meeting quality and schedule demands.

SKILLS

Communication



Teamwork



Leadership



Problem-solving



Creativity

