

# Jasmeet Singh



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## ABOUT ME

I aspire to join an organization that provides me with adequate challenges & opportunities to grow as a professional while applying my knowledge & skills towards the fulfillment of the organizational goals.

## Social Network



## SKILLS

Excel	●	●	●	●	●
PowerPoint	●	●	●	●	●
Word	●	●	●	●	●
Team handling	●	●	●	●	●
Interpersonal	●	●	●	●	●
Time Management	●	●	●	●	●

## LANGUAGES

- English
- Punjabi
- Hindi

## WORK EXPERIENCE

- Feb 2022 **Prashanti Enterprises Pvt Ltd**  
Sr. Sales Executive
- Coordinate the design of promotional material and distribute in offline channels.
  - Work with the Sales and Marketing Team in preparing monthly forecasting, sales planning, and other initiatives demanding field and customers input.
- Aug 2021 - **Universal Tech Pvt Ltd**  
Sales Manager
- Actively involved in client identification and acquisition
  - Explore the market for the leads & targeting the correct audience.
- Sep 2019 - Apr 2021 **Som Projects Pvt Ltd**  
Stock Manager  
Vendor management
- Maintaining inventory records
  - Forecast supply & demand to prevent overstocking & running (OOS)
  - Involved in stock management and material quality checks
  - Set labour targets and ensure effective utilization
- Jan 2016 - Aug 2018 **Ambience Projects**  
Stock Controller & Sales
- Identify the customer bases in the market & contact them to get new business.
  - Keeping a track on purchase details (vendor information, invoices & pricing.)
- July 2013 - Nov 2015 **Blossom Fast Food Franchise**  
Team Manager
- Customer support and issues resolution if any.
  - Monitoring the operations at the restaurant.

## AWARDS & RECOGNITION

- Above and Beyond incentives for meeting and exceeding team targets
- Award for exceeding individual targets in first quarter of joining as a Sales manager

## EDUCATION

2010 – 2013 B.com Pass  
Oriental College

2010 – Senior Secondary, CBSE  
Bharat National School