

Akash Singh

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Summary — Dynamic professional with expertise in business development, corporate training, and administrative support. Skilled in client acquisition, relationship management, and sales strategy execution, achieving consistent growth targets. Experienced in training new hires, talent acquisition, and employee development, with a focus on improving performance and engagement. Proficient in event coordination, resource management, and operational tasks, ensuring seamless processes. Strong communicator with a proven ability to drive results and foster excellence in fast-paced environments.

Skills

- Business Development and Client Acquisition, Negotiation, market analysis and team leading
- Corporate Training and Program Development
- Talent Acquisition, Bulk Hiring, HR Operations
- Administrative Support and Record Management
- Problem-Solving and Decision-Making
- Data Entry and Document Organization
- Financial and Supply Management
- Technology Support and Troubleshooting
- Time Management and Organizational Skills
- Communication and Interpersonal Skills

Experience

Dayalbagh Educational Institute

July 2018 – Jul 2019

Intern

- Managed the Director's and Registrar's calendars and scheduled meetings.
- Handled communications (emails, phone calls) efficiently.
- Organized travel logistics and prepared itineraries.
- Prepared and edited documents, presentations, and reports.
- Coordinated meetings and events, including taking minutes.
- Assisted with special projects and office management tasks.
- Ensured confidentiality and discretion in handling sensitive information.

Tek Inspirations LLC/ Adventa Tech Inc.

Sep 2022 – Oct 2023

Business Development Manager

- Acquire clients and build strong, lasting relationships.
- Analyze market trends to tailor business solutions.
- Develop and implement effective sales strategies.
- Negotiate deals and close contracts to achieve growth targets.
- Collaborate with recruitment teams to meet client requirements.
- Track performance metrics and prepare business reports.
- Expand professional networks through industry events and seminars.

Promoted as a Senior Business Development Manager

Oct 2023 – March 2024

- Build and maintain strong client relationships.
- Present and promote products/services to prospects.
- Develop and implement effective sales strategies.
- Negotiate contracts and close deals.
- Monitor sales performance and report insights.
- Manage a newly hired sales team of 5 people.
- Stay updated on market trends and industry developments.
- Collaborate with recruiters and sub vendors to meet client needs.

Promoted as a Corporate Sales Trainer

March 2024 – Current

- Trained new hires on sales techniques, soft skills, and communication.
- Developed and delivered presentations on innovative sales practices.
- Collaborated with HR on induction, onboarding, and employee engagement.
- Sourced candidates from LinkedIn, Indeed, and other portals for bulk hiring.
- Conducted talent acquisition activities, including interviews and group discussions.
- Managed HR operations related to recruitment, onboarding, and training processes.
- Monitored employee progress and provided additional training to low performers.
- Ensured compliance with company policies during recruitment, onboarding, and training.

Education

Dayalbagh Educational Institute

Diploma in Modern office management & secretarial practice

Jul 2017 – June 2019

Dayalbagh Educational Institute

Bachelor of Business Administration

Jul 2020 – June 2023

Language

- English
- Hindi