

Professional Summary

Experienced Information Technology Executive, well versed in portal handling, Data Management and daily operational management. Forward thinking and strategic leader with more than 6 years' experience in skill Project. Looking for a growth-oriented position with in progressive organization.

Education Qualifications

- ✓ B.sc (Science) from Punjabi University College, Dhilwan with 56% marks in 2015.
- ✓ Intermediate from Govt. Sen. Sec. School Khuddi Kalan in 2012 with 73% marks in Science Stream.
- ✓ Matric from Govt. Sen. Sec. School Khuddi Kalan in 2010 with 69% marks.

Experience

- ✓ Currently working with Indus Edutrain Pvt. Ltd. As a Marketing Executive from May,2022 in Incubation Project, Haryana.
- ✓ Transferred from Kaithal to Barnala as Center Incharge at VF Barnala from 01-Aug-21 to 31-Jan-22.
- ✓ Worked with Centum Learning Pvt. Ltd. as an MIS & IT Trainer at PMKK Kaithal from Jan 2020 to 31-July-21.
- ✓ Worked with Empower Pragati Vocational & Staffing Pvt. Ltd. at PMKK Barnala as Admin & MIS Executive from May 2018 to Jan 2020.
- ✓ Worked in Fateh Rural Pvt. Ltd.as a Creative Manager Since May, 2017 to April 2018.

Roles & Responsibilities

1. Centum Workskills Pvt. Ltd.

- Manages the entire Enrollment process of PMKK, HSDM, ESDM, RPL, MRIGS, Paid Courses & Generation India Foundation.
- Daily reporting taken from staff and shared with Center Incharge & HO.
- Ensured the 100% biometric of candidates on AEBAS on daily basis.
- Update the Data accurately like Master trackers at daily basis.
- Make Mobilization, Enrollment and Placement plans to achieve monthly and annually targets on time.
- Taken IT Classes of various batches from time to time.
- Manages Center activities like Job fairs, Festivals & weekly activities etc.
- Made Presentations, Advertisements etc. for promotional purpose.

2. Empower Pragati Vocational & Staffing Pvt. Ltd.

- Manages the Mobilization, Counseling & Enrollment process as a MIS & Center Admin to achieve targets.
- Handled the social media platforms for promotional purpose.
- Taken daily reporting from staff and shared with Center Incharge & HO.
- Ensured the 100% biometric of candidates on AEBAS at daily basis.
- Updated the Data accurately like Master trackers, staff details, Project masters etc. on regular basis.
- Five National Counseling Campaigns are organized in Various Govt. Schools & colleges to promote Skill India Scheme.

3. Fateh Rural Pvt. Ltd.

- Deals with various Pesticides brands over PAN India for van campaigns in rural areas.
- Make & edit designs with Photoshop & Corel Draw for advertisement.
- Deals with clients to design Broachers, Leaflets, van designs etc.



Key Skills

- ✓ Excellent knowledge of MS Excel.
- ✓ Excellent in Presentation designs.
- ✓ English, Punjabi & Hindi typing (English & Punjabi- 35 WPM).
- ✓ Good Knowledge of Photoshop & Corel Draw
- ✓ Knowledge of various Google products (Gmail, G-forms, Sheets etc.) & Outlook for communication.



Strengths and Personality

- ✓ Ability to adapt to changes.
- ✓ Work in stress.
- ✓ Good communication skills.
- ✓ Positive Attitude and Hard Working.
- ✓ Good Relationship Management



Personal Details

- ✓ Name : Sukhdeep Singh
- ✓ Father Name : S. Mohinder Singh
- ✓ DOB : 12-03-1995
- ✓ Languages Known : Punjabi, Hindi, English
- ✓ Marital Status : Unmarried
- ✓ Gender : Male



Contact Information

- ✓ Mobile No. : 9988470158
- ✓ Email ID : sukhdeepjagde77@gmail.com
- ✓ Address : Deol Patti, VPO Khuddi Kalan, Barnala
- ✓ State : Punjab
- ✓ Pincode : 148107

I hereby declare that the above information is true & best as per my knowledge. If am given a serve, I shall do my work very sincerely and to your entire satisfaction.

Date:/...../.....

Sukhdeep Singh