

NAVRAJ SINGH

Contact: 8700328504 | Email: navraj0511@gmail.com

Location: Gurugram, Haryana

PROFILE

BBE graduate with a strong foundation in business and operations management, currently working as an Operations Associate at Wipro. Skilled in communication, customer engagement, and problem-solving, with a passion for fostering business growth and client satisfaction. Enthusiastic about leveraging professional experience and academic background to contribute to the success of a business development team.

WORK EXPERIENCE

Operations Associate

Wipro Ltd.

April 2024 – Present

- Handled UK pensions back-office processing with accuracy, ensuring compliance with UK market regulations.
 - Managed pension investments in the UK market, executing tasks with precision and timeliness.
 - Collaborated with cross-functional teams to streamline workflows and enhance service delivery, fostering client satisfaction.
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SKILLS

- Business Development:** Customer relationship management, opportunity identification, and lead nurturing.
 - Communication:** Proficient in both written and oral communication, with a client-focused approach.
 - Problem-Solving:** Analyzing challenges and implementing effective solutions.
 - MS Office Proficiency:** Excel, Word, and PowerPoint for reporting, presentations, and data analysis.
 - Team Collaboration:** Ability to work effectively in teams and manage cross-functional projects
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EDUCATION

Bachelor of Business Economics (BBE)

Delhi University

July 2020 – July 2023 | Scored: 71%

Class 12th (Commerce, CBSE)

St Michael Sr Sec School

April 2019 – May 2020 | Scored: 83.5%

EXTRACURRICULAR ACTIVITIES

- Active member of basketball and football societies during school years, showcasing teamwork and leadership.
- Served as a class representative in the School Government Association, honing organizational and interpersonal skills