

PALAK SINGH

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CAREER SUMMARY

Management Student with experience in Marketing and finance, seeking a position in a forward-thinking organization that provides diverse opportunities to expand my skills, develop new knowledge, and work towards the company's long-term objectives and make valuable contributions to teams.

EXPERTISE

Conducting market research | Pricing and budgeting | Social Media Planning | Customer Relationship Management (CRM)

TECHNICAL SKILLS

Proficient in Microsoft Office (Excel, PowerPoint, Word) and Google Suite.

PROFESSIONAL EXPERIENCE

LEAD VOLUNTEER | National Scheme Services

Mar 2023 – March 2025

- Organized and maintained volunteer and event records, ensuring accuracy and confidentiality.
- Built connections with diverse groups to promote sustainability and social impact.
- Develop marketing plans to promote awareness, develop strong interpersonal and organizational skills by collaborating with a team of 15 volunteers.
- Coordinated monthly food drives distributing supplies to over 200 families in need.

MARKETING AND FINANCE STRATEGIES | Agile Capital Services

July 2024 – Sep 2024

- Research prospects in targeted markets, and client's procurement through networks, negotiations and deliberations.
- Collaborate with the sales team to ensure requirements and after sales services are met.
- Perform market analysis and research on competitors and develop strategies and report to find a competitive edge.
- Discuss client price and forecast sales revenue.

HUMAN RESOURCES INTERN | IForties Corporate

Jun 2021 – Aug 2021

- Adding new hiring information to our employee records, evaluating resumes and scheduling interviews.
- Managing the team and ensuring that your team meets weekly business engagement metrics.
- Working with the management of IFORTIES WORLDWIDE to coordinate initiatives.

EDUCATION

BACHELOR'S DEGREE | B.Com. (Hons.) | Galgotias University | Greater Noida

2022 – 2025

INTERESTS

Community Involvement | Vlogging | Creative Activities | Graphic Designs | Researching | Volunteering

DECLARATION

I hereby declare that all the information mentioned above is accurate to the best of my familiarity and confidence.