

HARDIK SINGH

Management Professional

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HS

INTERNSHIPS

Personal Banker

HDFC BANK

📅 01/2025 - 03/2025

A leading private sector bank in India

- Cross-sold bank products and services to meet customer needs and provide options
- Boosted sales of bank products through effective cross-selling and up-selling techniques
- Utilized strong interpersonal communication skills during client interactions, resulting in increased trust and fostering long-lasting relationships
- Managed deposits, withdrawals and wire transfers to process smooth banking transactions for clients

Business Consultant Intern

Get A Franchise

📅 03/2024 - 04/2024

A consulting firm focusing on franchise opportunities

- Assisting with client meetings, interviews, presentations, and maintaining professional communication throughout the consulting process
- Collaborating with the consulting team to brainstorm solutions to client challenges and develop actionable strategies
- Conducting market research, industry analysis, and competitive benchmarking to gather relevant data for client projects

HR Intern

HCL Tech

📅 11/2023 - 02/2024 📍 Lucknow

A prominent information technology services and consulting company

- Assisted with the recruitment process by screening resumes, scheduling interviews, and conducting initial phone screenings for potential candidates
- Updated and maintained employee record in the HRIS system, ensuring accuracy and confidentiality of sensitive information
- Participated in HR projects and initiatives, such as diversity and inclusion programs, employee engagement surveys and performance management processes
- Handled the HR drive in job festival at Gorakhpur Central University

HR Intern

Lernx

📅 07/2023 - 08/2023

- Managed and assisted Marketing Team
- Hired potential candidates
- Managed recruitment process
- Conducted interviews
- Coped with new marketing strategies related to products of Lernx

VOLUNTEERING

Customer Service Representative

UP GLOBAL INVESTORS SUMMIT

📅 02/2023 - 02/2023

Handled customer queries and concerns with professionalism and poise, providing accurate and helpful information

Offered expert guidance and support to event attendees, ensuring they were well-informed and prepared for the conference

Event Coordinator

Indian Industries Association

📅 11/2022 - 11/2022

Spearheaded event planning and execution, ensuring timely and within-budget delivery of corporate events, conferences, and seminars

Oversaw budgeting and financial management, ensuring accurate forecasting and expense tracking

Conducted event evaluations and reporting, analyzing results to inform future event strategies and improvements.

SUMMARY

I am a highly skilled and results-driven management professional with a proven track record in a variety of roles. I excel in strategic planning, team building, and project management, dedicated to fostering a positive work environment and achieving organizational goals. My ability to adapt and resolve conflicts effectively enables me to drive business success.

KEY ACHIEVEMENTS



Cross-Selling Expertise

Increased bank's cross-selling by 30% monthly with tailored product offers.



Strategy Development

Generated 20 actionable strategies, improving client satisfaction by 25% at franchise consultancy.



Efficient Recruitment

Screened 200 resumes, enhancing recruitment efficiency by 40% at HCL Tech.



Event Coordination Success

Coordinated 5 corporate events, achieving 15% under-budget and timely delivery.

EDUCATION

BBA

Lucknow Public College of Professional Studies

📅 10/2021 - 05/2024 📍 Lucknow

Intermediate Examination

Kendriya Vidyalaya Raebareli

📅 04/2019 - 05/2020

High School Examination

Kendriya Vidyalaya Pathankot

📅 04/2016 - 05/2017

SKILLS

HRIS, Team Building, Strategic Planning, Market Research

CERTIFICATION

NISM V-A MUTUAL FUND DISTRIBUTOR

NISM

Diploma in Computer Application

Prithvi Computer Institute