

GOPAL SINGH

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CAREER OBJECTIVE

A dedicated and quick-learning graduate seeking a role to contribute effectively, grow professionally, and add value through hard work and continuous learning.

WORK EXPERIENCE

Radisson Blu Marina Hotel

Dec 2023 – Jun 2024

Finance

- Performed daily income audits to ensure accuracy and integrity of revenue postings across multiple hotel departments, using Oracle ERP and Alif.

Rezoni

Aug 2023 – Nov 2023

Operation Executive

- Retrieved and organized daily operational data from Shopify, converted reports into Excel, and maintained structured records in shared Google Sheets for cross-team coordination.

Jagannath Institute of Management Sciences

Jun 2022 – Aug 2022

Brand Awareness & Promotion

- Maintained accurate records of leads, follow-ups, and admission progress in the CRM system to support reporting and conversion tracking.

Forever Living Product International (FLP)

Nov 2021 – Dec 2021

Digital Network Marketing

- Developed and executed a digital lead-generation strategy across LinkedIn and Facebook to attract potential business partners.

Flipkart

Aug 2021 – Oct 2021

Supply Chain Management

- Learned end-to-end logistics including Inbound, Outbound, and Inventory Management.

Vexom Marketing Solution

Jul 2021 – Aug 2021

Operation Intern

- Quickly grasped advanced Excel functions and improved team data-handling workflows.

PTE Universe

Jun 2021 – Aug 2021

CRM & Mentor

- Learned market identification strategies, lead-to-sales conversion techniques; later promoted to Mentor.

EDUCATION

College / School	Course	Year	Marks
JIMS Engg. Mgmt. Campus GGSUUP	BBA	2023	87.2%
Dev Samaj Modern School CBSE	12th	2018	57%
Dev Samaj Modern School CBSE	10th	2016	62.7%

SKILLS

Technical: Advanced Microsoft Excel, Microsoft Power BI, Shopify, Oracle ERP, Google Sheets, CRM Systems

Professional: Presentation Skills, Managing People, Communication, Teamwork, Adaptability, Emotional Intelligence, Working Under Pressure

Languages: English, Hindi

CERTIFICATIONS & ONLINE COURSES

- Advanced Microsoft Excel (Udemy, 2021)

- Data Analysis using Microsoft Excel (Coursera)
- Microsoft Power BI – Introduction
- Hiring Process: Talent Management
- Project Cost Management, Estimating Budgeting & Control
- Six Sigma Black Belt: Fundamentals of Lean and Six Sigma
- Strategy Consulting Virtual Experience (Accenture)
- National Seminar on NEP 2020 | PRODIGY OF Vista 2021, IIM Bangalore International Business
- IIM Bangalore 2022 Case Study Competition

POSITIONS OF RESPONSIBILITY

- Vice President – College Placement Cell, JIMS Noida Ext.
- Vice President – Cultural Club (College Society)

AWARDS & ACHIEVEMENTS

- U-21 2nd National Students Games – Gold Medal (National Level)
- JAGANNATH Memorial Sports Meet – Silver Medal
- U-18 Indian League – State Level | U-16 Indian League – State Level
- Hope Hall Foundation School – Inter-School Award
- College Singing Competition – 1st Prize
- Intern of the Week – PTE Universe

PROJECTS

- Foundation of JIMS Noida Ext. College – Contributed to establishing the college's foundational infrastructure and processes.

PERSONAL INFORMATION

Date of Birth: 26 February 2000 **Gender:** Male
Marital Status: Single **Nationality:** Indian
Hobbies: Singing, Playing Musical Instruments, Sports