

Surneet Singh

✉ surneetsingh13@gmail.com

☎ 8586082920

📍 Delhi

🌐 LinkedIn

KEY SKILLS

- Customer Relationship Management
- Business Development & Lead Generation
- Research & Market Analysis
- MS Power BI & MS Office Suite
- Strategic & Cross-functional Team Management
- Presentation & Communication Skills
- Lean Methodologies & Process Optimization
- Professional Conduct & Workplace Discipline

CERTIFICATIONS

Oracle WMS Cloud – SCM (Basics)
2025

Microsoft Power BI Desktop for Business Intelligence
2025

Lean Six Sigma Yellow Belt
2022

Beginner Full Stack Web Development
2019

EDUCATION

MBA/PGDM, AICTE
2021 – 2023 | Delhi
Specialization-Marketing and operations
Division - 1st

BCA, GGSIPU
2017 – 2020 | Delhi
Division-1st

PROFESSIONAL SUMMARY

Emerging business professional with hands-on experience in Business Development, Research & Analysis, and Marketing Management. Known for delivering compelling presentations to executive stakeholders and generating high-value leads. Equipped with strong analytical, interpersonal, and cross-functional collaboration skills. Seeking to contribute to a dynamic team by delivering premium customer experiences and supporting operations in alignment with organizational values.

PROFESSIONAL EXPERIENCE

Acuite Ratings and Research Limited,
Assistant Manager – Business Development
01/2023 – 04/2023

- Conducted strategic meetings with banking executives (AGMs & DGMs) to promote rating services.
- Delivered high-impact presentations to financial stakeholders, showcasing company capabilities.
- Strengthened brand recognition in the Delhi/NCR region by building relationships with CFOs, CAs, and finance leaders.
- Maintained a professional demeanor while representing the organization at client-facing events.

Atlanta Systems Pvt. Ltd., Business Development Intern
05/2022 – 06/2022

- Supported sales efforts through email campaigns and lead generation using LinkedIn Sales Navigator.
- Managing customer queries and delivering effective solutions through phone and email support.
- Researched and analyzed competitors (e.g., Teltonika) and created Excel-based performance reports.
- Developed creative materials (flex designs, leaflets) for marketing IoT solutions at major events.
- Conducted UI testing of "TRACKOFY" software to enhance user experience and product reliability.

VOLUNTEER EXPERIENCE

Suraksha Charitable Trust, NGO Volunteering Intern
02/2022 – 08/2022 | Delhi

- Built and maintained a social media presence for the NGO on Instagram.
- Contributed to website development and community engagement.
- Coordinated fundraising efforts and supported logistics for donation drives.