

ARJUN SINGH

Team Leader

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SUMMARY

Dynamic Team Leader Manager at Agrima Solutions with a proven track record in enhancing team productivity and resolving customer service issues. Skilled in strategic planning and performance appraisal, I foster a culture of accountability and collaboration, driving operational excellence and achieving departmental goals through effective communication and problem resolution. Team management professional with robust background in guiding teams to achieve operational goals and improve performance. Known for strong focus on collaboration and adaptability to changing needs, ensuring consistent and reliable results. Skilled in conflict resolution and strategic planning, valued for organizational and leadership qualities. Team management professional with strong focus on team collaboration and achieving results. Skilled in strategic planning, conflict resolution, and performance improvement. Known for reliability and adaptability in dynamic environments. Valued for excellent communication skills and ability to motivate and lead teams toward common goals. Experienced with team leadership, fostering productive and cohesive work environment through clear communication and conflict resolution. Utilizes strategic planning to guide teams toward achieving organizational goals. Track record of improving team performance and driving successful project completion. Qualified Desired Position with proven history of leading teams to success through effective management and clear communication. Demonstrated ability to oversee projects from inception to completion, ensuring high standards and timely delivery. Adept at fostering team collaboration and resolving conflicts to maintain productive work environment.

EXPERIENCE

Administrative Manager

Chahar Enterprises

📅 11/2018 - 01/2021 📍 Agra

Electronic Firm B2C

- Ensured smooth daily operations with timely completion of all essential administrative tasks and responsibilities.
- Provided exceptional administrative support for executive-level staff, ensuring that their needs were met promptly and accurately in order to facilitate smooth daily operations.
- Supervised staff and delegated tasks to maintain positive, productive administrative operations.
- Maintained accurate record-keeping systems to ensure easy access to critical information for decision-making purposes.
- Updated reports, managed accounts, and generated reports for company database.
- Established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance of personnel.
- Nurtured a positive work environment by addressing employee concerns promptly and fairly, fostering open communication channels between staff members at all levels of the organization.
- Improved office efficiency by implementing streamlined administrative processes and procedures.
- Enhanced team productivity by providing ongoing professional development opportunities and regular performance feedback.

SKILLS

Team Leadership	Decision making
Communication Skills	
Excellent Communication	
Influencing Skills	MS Office Suite
Computer Skills	Workload Management
Customer Focus	Goal Setting
Good Judgement	Motivational Skills
Team Building	Lead Generation
Customer relations	Workforce Planning
Training and Development	
Strategic Planning	
Business Development	Customer focus
Field sales	Marketing Research
Ecommerce	Retail Management

EXPERIENCE

Team Leader Manager

Agrima Solutions

📅 12/2021 - 02/2025 📍 Agra

Business Solutions B2C

- Resolved customer service issues by finding immediate solutions, increasing customer confidence, and decreasing escalations to executive office.
- Enhanced team productivity by implementing efficient workflow processes and setting clear performance expectations.
- Led employee relations through effective communication, coaching, training, and development.
- Collaborated with senior management on strategic planning efforts, aligning departmental objectives with overall company vision.
- Established a culture of accountability within the team, resulting in higher levels of individual responsibility towards achieving organizational goals.
- Ensured compliance with industry-specific regulations by implementing appropriate policies and procedures for the team's operations.
- Stayed calm, collected and logical during stressful moments to identify and implement optimal solutions.
- Consistently met or exceeded departmental goals by effectively managing resources and establishing clear objectives for the team.
- Developed strong relationships with cross-functional departments to support successful project execution.
- Enhanced problem-solving skills within the team through facilitating brainstorming sessions and encouraging creative thinking.
- Facilitated cross-training opportunities among team members, creating a more versatile and resilient workforce capable of handling unforeseen challenges.

Ecommerce

Lenskart

📅 02/2021 - 11/2021 📍 Jaipur

D2C

- Utilized Google AdWords and Facebook Ads Manager to create targeted paid advertising campaigns that drove traffic and conversions on the website.
- Increased online sales by developing and implementing targeted ecommerce marketing strategies.
- Maintained budget control across various digital channels ensuring optimal allocation of resources based on campaign performance metrics.
- Implemented A/B testing to improve user experience and optimize digital marketing efforts.
- Managed email marketing campaigns to drive revenue growth and customer engagement.

Retail Store Manager

FirstCry

📅 01/2018 - 09/2018 📍 Agra

D2C

- Maintained a clean and organized store appearance to enhance the overall shopping experience for customers.
- Completed routine store inventories.
Managed inventory control processes to restore back stock, control costs, and maintain sales floor levels to meet customer needs.
- Coached employees and trained on methods for handling various aspects of sales, complicated issues, and difficult customers.
- Exceeded sales goals and accomplished business objectives by inspiring staff and promoting target products.
- Improved store sales by implementing effective marketing strategies and attractive visual merchandising.
- Collaborated with upper management to develop strategic plans for store growth and expansion.

EDUCATION

High School

Shanti Niketan Public School

04/2009 - 06/2011

10+2

AC INTER COLLEGE

07/2011 - 06/2014

Bachelor of Arts

IEC UNIVERSITY

07/2015 - 08/2018

LANGUAGES

English
Native



Hindi
Native

