

## **Gaurav Singh**

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Agra, Uttar Pradesh.

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### **Professional Summary**

Experienced professional with over 11 years of proven success in the used car industry and compliance sector. Known for strong analytical skills, attention to detail, and ability to manage regulatory responsibilities effectively. Most recently worked as a Compliance Executive at A.G. Shares and Securities Limited, where I ensured adherence to company policies and financial regulations. A reliable and organized team player with a solid foundation in customer service, sales, and operations.

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### **Work Experience**

#### **Compliance Executive**

*A.G. Shares and Securities Limited, Agra*

*Dates: November 2024 – April 2025*

- Monitored and ensured compliance with SEBI and other regulatory guidelines.
- Maintained accurate records and documentation for audits and inspections.
- Communicated effectively with clients and regulatory bodies.
- Supported internal teams to align practices with compliance requirements.

#### **Used Car Industry – Various Roles**

*Locations and Companies: Balaji Car Sales 2013 - 2024*

*Duration: 11 Years*

- Managed sales operations, customer relations, and vehicle procurement.
  - Ensured high customer satisfaction through post-sale services and negotiations.
  - Supervised documentation, vehicle evaluations, and market analysis.
  - Developed strong industry networks and led teams in high-volume sales environments.
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## **Education**

### **Bachelor of Science (BSc)**

*Dr. Bhimrao Ambedkar University (DBRAU), Agra*  
2014

### **Intermediate**

*Ess Ess Convent School, Dayal Bagh, Agra*  
2011

### **High School**

*Holy Public School, Sikandra, Agra*  
2008

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## **Skills**

- Regulatory Compliance
- Sales and Customer Service
- Documentation & Reporting
- Market Analysis
- Communication & Coordination
- MS Office