

Apoorva Singh Gour

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Career objective

A first year MSC graduate from ANGLIA RUSKIN UNIVERSITY, Enthusiastic and highly committed student with excellent communication and team working skills, looking to launch my undergraduate career and make full use of my 3 years Bachelor of Business Administration experience. With a keen interest in business development I have a range of skills that will enable me to adapt effectively into a fast- paced challenging business environment.

Educational Qualification

→ **2015 – 2018: Bachelor of Business Administration (BBA)**

Jagran lakecity University

Core Subjects: International Business & Marketing Management,
Organisation Behavior, Human Resource Management and Standard
grades in all three years of Course.

→ **2004 – 2015: Board of Secondary & Intermediate**

Education.

Higher & Schooling: Business, Economics, Accounts & Standard grades
English & Hindi

Key Skills/Qualities

→ **Communication**

- Delivered multiple seminars & sessions to Academics & Motivation within the School for Business and Society to outline support for the new Careers Service module in working effectively with others through various university group projects.
- Appointed & Represented School as a Head prefect
- Confident and able to encourage a positive contribution
- Able to research, review and present key findings clearly and concisely.

→ **Leadership**

Appointed as the youngest HR Assistant at Swastik Builders Company- Bhopal India.

Work

Experience

2018 WORKED AS HR ASSISTANT BHOPAL, MP

Responsibilities- Monitored multiple databases to keep track of all the company inventory, Led team of 5 members and worked as a sales executive engaged in delivering assistance to customer service department on a daily basis, Customer satisfaction & feedback priorities. Daily Business growth seminars & Team Motivation sessions.

2019-2020 Student Ambassadors for Open Day

Welcoming New Students, Guiding Students to their Respective departments. assisting with registration, sign-posting visitors, welcoming applicants, escorting to interview rooms, assisting the academic and talking about being a student at ARU, Promoting the importance of feedback to students.

- Worked as a Food & Beverage Assistant in Hilton Hotel- Cambridge.

Academic Projects

→ (Working Model) → Internship - As Intern & Quality Control associate at EMES

& ALLIED Products PVT LTD.

**Interests &
Achievement**

Got many certificates in Painting, Awarded "Outstanding Employee".

**References available of Educational faculties & Previous
employers on Request.**