



Gagan Preet Singh

Digital marketing Executive

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Zirakpur, Punjab India

Relevant Skills

- Strong organizational and time-management skills.
- Exceptional communication skills.
- Detail-oriented and able to handle multiple tasks simultaneously.
- Well versed with internet applications and other computer software.
- Hard working, patient, confident, diligent and participative.

EDUCATION

- Masters Of arts in English - currently pursuing.
- Bachelor of Arts - 62.5%
- Schooling - St. Anne's Convent School, Chandigarh.

WORK EXPERIENCE

Digital Marketing Executive

Bitkids Foundation

March 2023 – Present

- Managed content creation and produced videos as a graphic designer while serving as a Social Media Executive.
- Handled social media accounts including Twitter, Instagram, LinkedIn, and Discord.
- Achieved significant organic growth in followers and impressions.
- Collaborated with team members to create and design content.
- Created monthly analytical report for good performance.

Logistics

J&H Solutions

October 2023 – Present

- Maintained accurate records of all dispatch activities, including assignments, responses, and status updates.
- Communicated effectively with field personnel, providing necessary instructions and support to ensure successful completion of tasks.
- Responded to emergency situations with calmness and professionalism, coordinating appropriate resources for rapid response.
- Utilized dispatching software and systems to track vehicles, monitor routes, and optimize resource allocation.
- Collaborated with other departments to streamline processes and improve overall efficiency in service delivery.
- Demonstrated strong problem-solving skills and adaptability in high-pressure situations to ensure swift resolution of issues.

Internship

IIIDE

September 2023

- SEO table
- Blog writing
- Trending hashtags