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# Astha Singh

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194, Sahab Nagar, Kalyanpur Kanpur  
asthasingh0298@gmail.com | 8112313753

I worked as an administrative assistant with a engineering consultancy company.

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## Professional Experience

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### Acpl Global Pvt Ltd Administrative Assistant

04/18 - Present

Call Handling, Email handling, Data Handling Research

- Performed task for the employers like Managing the emails
- Research for new tenders
- Data management
- Managing Calls
- Maintained Log of daily clients
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## Education

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### Indian Institute for Company Secretaries Cs

04/18 - Present

### A.ND. College B.com

05/16 - Present

### CBSE Board Intermediate - 7.2 CGPA

04/02 - 04/16

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## Key Skills

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- Data Entry
- Social Media Evaluator
- Web Search Engine Evaluation
- Administrative support
- Customers support
- Bookkeeping

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## Interests

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- Reading Books
- Basketball Team Captain in High School
- Volleyball Team Captain College