

Ranvijay Kumar Singh

Contact

Address

Varanasi, UP- 221010

Phone

9721169080

E-mail

Singh.ranvijay1996@gmail.com

Skills

Information gathering

Good listening skills

Interpersonal Communication

Good Telephone Etiquette

Teambuilding

Multitasking abilities

Languages

English

Hindi

Hobbies

Travelling

Net Surfing

Playing Games

Reading Books

To start my professional career by working for an Organization which provide me the opportunity to improve my skills, knowledge and growth along with the Organization's objective.

Work Experience

Jan 2023 -
Present

Bajaj Capital Insurance Broker Ltd.

- Worked as Sales Executive

Education

2018 - 2021

Bachelor of Commerce (B.Com)

Mahatma Gandhi Kashi Vidyapith, Varanasi

- Completed with 50.21% overall marks.

2018

Senior Secondary

Divine Sainik School, Varanasi (CBSE Board)

- Completed with 51.2%.

2016

Higher Secondary

Happy Model School, Varanasi (CBSE Board).

- Completed with 6.8 CGPA.

Certificate

- **Diploma in Computer Applications (DCA)** from NIELITS, Chandigarh from Nov 2021- Dec 2022.

Technical Skills

- MS-Office (Word, Powerpoint, Excel...)
- Programming Language- HTML, C
- Libre-Office (Writer, Impress, Calc...)
- Tally

Strengths

- Hardworking
- Patience
- Caring