**RESUME**

**Vijai Kumar Singh C:\Users\sssingh\Documents\VKS.tif 2.tif**

**Mobile:** 8530353745

**Email:** [vs44149@gmail.com](mailto:vs44149@gmail.com)

**CARRIER OBJECTIVE**

I look forward for a carrier in  **Clerical, Administration Management. Security**

**management**

**PERSONAL DETAILS:-**

Full Name : **Vijai Kumar Singh**

Present Address : **Block 35, Qtr No.828 ,GHB Colony**

**Meghaninagar Nagar,**

**Near Last Bus Stand**

**Ahmedabad - Gujarat,**

Date of Birth : **10/06/1965**

Qualification : **Army Graduation**

ProfessionalQualification : **Staff Duties Clerk**

Language Known R/W: **English, Hindi**

Marital Status : **Married**

Area Preference : **Ahmedabad**

**PROFESSIONAL QUALIFICATION:**

Staff Duties Clerical Course at Army Clerk Training and Collage Aurangabad.

Trained in **Fire Fighting and use** of Fire Fighting Equipment and their functions.

Trained in Medical First Aid.

Computer Knowledge: **Proficiency in MS Word , Excel , internet etc.**

**Previous work experience*:***

I retired from Indian Army as a “**Junior Commissioned Officer**”, completed

30 years of service from Army Medical Corps and retired from Army Mar 2015 .

I was involved in supervisions / dealings of followings in my previous service:-

**General & Medical Clerical Works, Accounting , Correspondence, Documentation. Administration, Man-management and Logistic support in various Military Hospitals in different parts of India.**

**To be a part of a highly professional organization in this competitive world, where my abilities and skills will be utilized in order to achieve high goals and where I can contribute towards the resources and growth of the establishment.**

**Present Work Experience:-**

I am working in Muthoot Fin Corps (P) Ltd since 04 Dec 2015 as Sr Executive in Control Room in Ahmedabad to till date.

I assure you that my service will be useful for your firm and I will always give my best

for the betterment of company .

**Place :** Ahmedabad **Vijai Kumar Singh**

**Hony Sub Maj**

**Date :** Jul 2018 **Army Medical Corps**