



VIJAY SINGH

House No. VPO Sultanwind, Bhai Manj Singh Road, Amritsar
78887-31684

OBJECTIVE

Seeking a position with your organization; a highly motivated and organized individual who will use management experience and skilled leadership to maintain productivity and quality of service.

SKILLS & ABILITIES

- Excellent Communication
- Computer skills
- Customer service
- Interpersonal skills
- Leadership
- Management skills
- Problem-solving
- Time management

EXPERIENCE

HAVELI RESTAURANT

Front Receptionist/Cashier (Oct. 2019 to Feb. 2022)

- Greet customers, answer questions, and assist with requests and complaints.
- Handle cash, check, and charge transactions,
- Scheduling: Make schedules and appointments.
- Phone management: Answer phone calls, direct calls to the right person or department, and take messages.
- Balance transactions throughout the day and count your till at the beginning and end of your shift.
- Help other departments with projects, check the receipt drawer, and make new jackets for cars.

HOLY HEART HOSPITAL

Front Receptionist/Cashier (Mar. 2022 to Feb. 2024)

- Scheduling appointments for patients
- Answering phone calls
- Assisting patients in filling medical forms
- Maintaining patient records, handling billing/payment records, reviewing insurance policies.
- Calling patients from the waiting room
- Ensuring maintenance of the reception area
- Maintaining the confidentiality of patient and doctor's information.

DR. REDDY FOUNDATION (GROW CENTRE)

Office Clerk / Data Entry Operator (Mar. 2024 to Aug. 2024)

- Entering data into computer systems, such as databases, spreadsheets, and word processing programs
- Ensuring that data is accurate and complete by comparing it to source documents
- Managing and organizing digital and physical files, including archives and filing systems
- Performing regular backups to prevent data loss
- Generating reports that provide insights into business operations
- Retrieving data from databases or electronic filing systems
- Maintaining confidentiality standards and ensuring that sensitive information is secure
- Communicating with team members, client
- Performing clerical duties such as filing, scanning, and printing

EDUCATION

B.C.A

LPU, JALANDHAR (PURSUING)

SENIOR SECONDARY (ARTS)

PSEB (2014-15)

60%

MATRICULATION

PSEB (2012-13)

65%

**PERSONAL
DETAILS**

| | |
|---------------|-------------------------------|
| Date of Birth | 25 th October 1996 |
| Sex | Male |
| Nationality | Indian |
| Language | English, Hindi, Punjabi. |

DECLARATION

- I hereby inform that the above information is correct to the best of my knowledge. I shall be highly obliged, if I get an opportunity to explore my acquired skills in your esteemed organization.

(VIJAY SINGH)