

CURRICULUM VITAE

AJAY PRATAP SINGH

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CAREER OBJECTIVE

To work with an organization where I can **achieve success** in my career through hard work, proper planning, inter personal skill, co-operation, discipline & by adopting positive approach towards my work.

Synopsis

- Hardworking, adaptable and organized, geared to take up challenges of professional life.
- An effective communicator and a quick learner with zeal to utilize and enhance ideas, knowledge and skills.
- Well versed with MS Office and Internet browsing.

Work Experience

- Assistance executive at ienergizer (2.5 year)
- MIS executive at Bizupn India Pvt ltd (1.3 year)

Skills

- HTML, CSS & JavaScript
- jQuery, SASS & bootstrap
- Ms Excel

Educational Qualification

- B. Com from Swami Vivekananda Subharti University
- 12th from CBSE Board
- 10th from CBSE Board

Key Skills

- Positive and learning attitude.
- Good organizational and time management.
- Ability to work effectively, individually as well as in team.
- Ability to translate goals into workable action plan.
- Good communication and interpersonal skills.
- Ability to work effectively individually as well as in team.
- Laborious & Punctuality.
- Interacting with people

Personal Details

- Date of Birth : 16/11/1999
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Language Known : Hindi & English
- Address : F-136 Harijan Basti Old Kondli
Vasundhra Enclave Delhi 110096

DECLARATION

“I hereby declare that the above-mentioned information is correct up to my knowledge.”

Date:

Place: NOIDA

AJAY PRATAP SINGH