

# **KAJAL SINGH**

## **E-Mail:**

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## **Contact Information:**

### **Address:**

A-276 New Ashok Nagar Delhi-110096

**Mobile:** +91-84483737491

+91-7290056082

## **Personal attributes:**

- Good time management skills
- Flexible and willingness to accept new challenges

## **Area of interest:**

Stenography, technical programs

## **Key Skills:**

- Can work effectively in team, as well as individually.
- Having positive attitude and Initiator  
Self-motivation, quick learner and  
Result oriented.

## **Career Objective:**

“To solve problem in an effective/creative manner in a challenges position. Seeking a responsible job with an opportunity for professional challenges. To enhance my professional skills in a dynamic and stable workplace. ”

## **Academic Qualification:**

- **B.A**(Program) passed in 2019.
- **Intermediate**, (C.B.S.C Board) passed in 2016.
- **High school** (C.B.S.C Board) passed in 2014.

## **Experience:**

- 20 month, Data Executive working in Classplus Pvt.Ltd.  
Sector-2, Noida.

## **Technical Skills:**

1. Proprofs. On working side.

## **Software Skills:**

**Operating System** : Windows 98/XP/VISTA/7/8/8.1/10

**Packages** : MS Office 2003/2007/2010/2013,

**Others** : Stenography

## **Other Skills:**

- Possess good communication skills.
- Good speed typing experts

**Personal details:**

**Father’s name :** Mr. Mahipal singh  
**Date of Birth** : February 11, 1998  
**Gender** : Female  
**Nationality** : Indian  
**Marital Status :** Single  
**Personality** : Cheerful&Charming  
**Language** : Hindi & English,  
**Hobbies** :Cooking, Teaching to  
Small kid,story reading.  
Social service.

**Declaration:**

I am confident that I will do Justice to do the Job entrusted to me with a great sense of professionalism and enthusiasm. As regards to the above data is true to my knowledge and belief.

DATE – KAJAL SINGH  
PLACE -

**References:**

Available upon request.









