

RESUME



RESPECTED SIR / MADAM,

I PEN DOWN DETAILS OF MY SELF IN BRIEF. HOPE THIS FULFILLED YOUR REQUIREMENT.

NAME	HARJIT SINGH
DOB	18 APRIL,1976
QUALIFICATION	M.SC IT (KSOU), GRADUATE, DIPLOMA IN COMPUTERS (PGDCA)
SALARY	70000 PM
DUTIES	ADMIN MANAGER, OPERATIONS,MNAGEMENT,MEETINGS REPLY COMMUNICATIONS, PREMISES SALE/ PURCHASE, HANDLE OFFICE/ STAFF, SELDOM TOURS.
EDUCATION	M.SC IT (KSOU) SMALL SCALE INDUSTRY CERTIFICATE ON HARDWARE.
SPECIAL	I HAVE AN BRILLIANT ACADEMIC CAREER, I WON MANY PRIZES, I WAS THE EDITOR OF SCHOOL MAGAZINE,WROTE MANY ARTICLES, ALWAYS FIRST IN SCHOOL, TAKE PART IN OTHER ACTIVITIES ALSO.
EXPERIENCE	15 YEARS EXPERIENCE IN COMPUTERS INSTITUTE, ADMIN MANAGER, OF IT PRODUCTS COMPANY
ACHIEVEMENTS	MEMBER OF ALL INDIA IT ASSOCIATION, MICROSOFT AWARDED AS TECHNOLOGY

CERTIFICATE .

GOVT. SALE EXP. **I HAVE MIXED PROFILE EXPERIENCE LIKE , ADMIN, SALE**
,PURCHASE , OPERATIONS, MANAGEMENT, DECISIONS,
STRATEGY, OFFICE INTERNAL EXTERNAL OPERATIONS
4-5 YEARS GOVT SALES EXPERIENCE. ETC

LOOKING PROFILE: **ADMINISTRATION, OPERATIONS, MANAGEMENT, COMPUTERS, OTHERS, ETC**

RELOCATIONS : **CAN RELOCATE , JOIN WITHIN 15 DAYS**

LOCATION : **I BELONGS TO TARN TARAN, PUNJAB ,INDIA , CAN RELOCATE .**

I HAVE GOOD PICKING, UNDERSTANDING, CREATIVITY. I ALSO DID JOB IN SGAD COLLEGE, KHADUR SAHIB, DISTRICT TARN TARAN. IF ANY OTHER CLARIFICATION/INFORMATION IS REQUIRED IT WILL BE PLEASURE TO SUPPLY THE SAME ON RECEIPT OF YOUR RESPONSE. IF YOU GIVE ME A CHANCE, I WILL DO MY BEST.

THANKS

YOURS TRULY,

HARJIT SINGH

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ADDRESS:=

ANSH COMPUTERS,

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