

ATULSINGH

Village Gohada, Gonapar, Baraipar Distt. Jaunpur U.P.-

222144

+91 9169684294



atulsinghsaurab@gmail.com



Subject: Application for the post of DTP Operator

Respected Sir/Madam,

I would like to place my application for your favorable consideration to join in your esteemed Institution.

I have provided my detailed qualification and experience in the enclosed resume. I hope you will give me an opportunity to be interviewed and then I shall be glad to give you any further information as you may wish.

I hope that my qualification and experience will merit your consideration.

Thanking you,

Yours faithfully

Atul Singh

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Sector – 2, Noida, Gautam Buddh Nagar, U.P. 201301

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CAREER OUTLOOK

A challenging position in a professional organization where I can enhance my quality & professional skills in conjunction with the organization goal & objectives.

PERSONAL PROFILE

NAME : **Atul Singh**
FATHER'SNAME : **Mr. Krishna KantSingh**
GENDER : **Male**
DATEOFBIRTH : **03 April 1998**
MARITALSTATUS : **Un-Married**
NATIONALITY : **Indian**
RELIGION : **Hindu**
LANGUAGEKNOWN : **English, Stenography,Hindi**
PermanentAdd : **Village Gohada, Gonapar, Distt. JaunpurU.P.**

PROFESSIONAL QUALIFICATION

Education	Board/University	Year	Percentage
High School	U.P. Board	2012	83
Intermediate	U.P. Board	2014	78
B.A.	VBS Purvanchal University Jaunpur	2017	55
B.Ed.	Mangalmay Institute of Engineering and Technology, Greater Noida.	2023	-----

CERTIFIED COURSE

- CCC passed from National Institute of Electronics and Information(NIELIT).
- Advanced Diploma in Computer Applications (**ADCA**) from Indian Institute of Vocational Education & Training Delhi.

EXPERIENCE

- 1 year worked with Allahabad High Court as a English Stenographer (2016 - 2017).
- More than 1 year worked with EDILINK Solutions Pvt Ltd as a DTP Operator (2018 - 2020).
- Presently working in Argasia Education Pvt Ltd Noida as a Senior DTP Operator (2020 to present).

SKILLS

- MS Word
- Corel draw
- In-design
- Illustrator (Learning Process)
- Photoshop (Learning Process)
- Knowledge of Excel
- Knowledge of Google sheet
- Data Entry
- Excellent English in writing and reading
- Power-point
- **40+ speed** in English Typing with good accuracy.
- **30+ Hindi** Typing speed with good accuracy
- **Math Type**
- English Shorthand (**Italian Language**)
- Good communication skills
- Positive Attitude.
- Helpful bynature.
- Easily get interacted with the staff of any Institutions.

HOBBIES

- Sports(Cricket)
- Reading
- Listen Music

COMPUTER PROFICIENCY

- Computer Knowledge
- Good knowledge in Microsoft Word, knowledge of excel, Google sheet,etc.

DECLARATION

I hereby declare that the information furnished above are true and correct to the best of my knowledge.

Date:

Signature
Atul Singh