

CURRICULAM VITAE

JYOTI SINGH

H NO. G-10 SHARMA COLONY

BUDH VIHAR PHASE-2

NEW DELHI: - 110086

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CAREER OBJECTIVE

To enter an organization with an aim of learning and achieving goals and in the due course steadily following upward with my dedicated and commitment towards the organization. Opportunities for continuous improvement professionally and personally.

EDUCATIONAL QUALIFICATION

10th class Pass from C.B.S.E Board 2014

12th class Pass from C.B.S.E Board 2016

B.COM. Pass from DELHI UNIVERSITY 2020

M.COM. Pursuing from IGNOU

EXPERIENCE

5 Year experience as a computer operator in (SURYA CONSTRUCTION COMPANY ELECTRICAL CONTRACTOR & ENGINEERS) from July 2017 to till date

AREA OF EXPERTISE

1. Prepare Bill of AMC's, 11 KV Distribution Project, BSES and 33 KV Grid Project Work.
2. Online ESIC of employees & prepare attendance & salary of employees
3. Apply CCW, NOC & I Card In TPDDL
4. Prepare monthly stock statement
5. Follow up For MIS with supervisor & maintain the same

PROFESSION SKILLS

COMPUTER SKILLS

1. MS- EXCEL
2. MS-WORD

TECHNICAL KNOWLEDGE

Diploma in financial accounting from NICE (Pitam Pura Delhi 110034)

PERSONAL INFORMATION

FATHER NAME	:	BACHU SINGH
Date of Birth	:	06.04.1999
Gender	:	Female
Language Known	:	Hindi, English
Hobbies	:	Book Reading & News Paper

DECLARATION

I do hereby declare all that above information in this resume is true up to my best of my knowledge and belief.