**Sangeeta Singh**

Email Id: [Sangeeta.shreyansi@gmail.com](mailto:Sangeeta.shreyansi@gmail.com)

Contact No. 9611849109

**OBJECTIVES**

To be an active participant in an organization, where I can put forth my efforts and excellence, with an optimistic outlook of organizational growth and self-development and to hold a responsible and challenging position in an organization that will enable me to utilize and develop my analytical and interpersonal skills and given me an opportunity to grow with time and build a successful career.

**EDUCATION QUALIFICATION**

B.com Graduate in Ranchi Women’s college (Ranchi University) 2012

**WORK EXPERIENCE**

* **10 Months Experience in Wipro Limited-MPS Process**

**Designation (Assistance Contact Administrator, MPS – (Manage Print Service)**

* **1 Year 9 months Experience in Aegis Bangalore Designation (Senior Executive, Background Verification)**
* **2 years of experience in First source Solution in TMS Post-closing process**
* **Designation - Analyst**

**Other qualification**

* **DCA**
* **RETAIL SALES MANAGEMENT**

**Technical Skills:**

* Basic Computer Skills – Microsoft Word, Microsoft Office Power Point, Microsoft Excel.

**HOBBIES**

* **Listening music**
* **Dancing**

**Interpersonal skills:**

* Ability to rapidly build relationship and trust.
* Confident and determined.
* Ability to cope up with different situations.
* Positive Attitude, Determined, High Energies
* Good decision making and analytical skills.

**PERSONAL PROFILE**

**Father’s Name**: Late R.S Singh

**Gender**: Female

**Marital Status**: Married

**Nationality**: INDIAN

**Languages Known**: English, Hindi

**DECLARATION**

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

Place: Bangalore

**Sangeeta Singh**