**Mrs. Damini Singh**

**Mobile No.:** +91-9996629992

**Email Id:** [daminisinghkanda@gmail.com](mailto:daminisinghkanda@gmail.com)

**OBJECTIVE**

To establish a career which offers challenge, growth with opportunities and implicate ideas to enrich my knowledge and skill while contribution my best to the organization.

**EDUCATIONAL QUALIFICATION**

* **B.Com.** in **Accounts** from Veer Narmada South Gujarat University, Surat in 2017.
* **12th** in **Commerce** from Gujarat Board, Gandhinagar in 2012.
* **Matriculation** from CBSE Board, New Delhi in 2010 .

**CERTIFICATION**

* Tally 9.0 from NIIT, Bharuch, GUJARAT in 2012.
* MICROSOFT OFFICE.

**PROFESSIONAL EXPERIANCE DETAILS**

1. **AIRTEL STORE, AMBALA, HARYANA (January 2018 to till date )**

HERE I’M WORKING AS A FRONT DESK EXECUTIVE.

**Roles & Responsibilities:**

* Bill Payments.
* Tele Calling.
* Selling of new postpaid and prepaid connection.
* Accounts managing.

1. **MTS STORE, BHARUCH, GUJARAT (January 2016 to April 2017 )**

HERE I’M WORKING AS A FRONT DESK EXECUTIVE.

**Roles & Responsibilities:**

* Bill Payments.
* Tele Calling.
* Selling of new postpaid and prepaid connection.
* Accounts managing.

1. **!DEA CELLULAR STORE, ANKLESHWAR, GUJARAT (November2015 to December 2015)**

HERE I’M WORKING AS A FRONT DESK EXECUTIVE**.**

**Roles & Responsibilities:**

* Telle Calling.
* Bill Payments

**PERSONAL DETAILS**

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| --- | --- |
| DATE OF BIRTH | 13TH OCTOBER 1994 |
| PASSPORT NUMBER | S1750210, valid upto 2028 |
| ADHAAR NUMBER | 2745-1928-7946 |
| MARTIAL STATUS | MARRIED |
| RELIGION | SIKH |
| LANGUAGES KNOWN | ENGLISH, HINDI, PUNJABI, GUJRATI |
| ADDRESS | #1119, SECTOR-10, AMBALA CITY, HARYANA, 134003 |

**(Damini Singh)**