



Om Prakash Singh

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About Me

I am a dynamic and driven fresher with a Bachelor's degree in English, Polity and History from Mahatma Kashi Vidyapith, Varanasi. My passion for learning, coupled with my strong analytical skills and proficiency in MS Office tools, positions me as an ideal candidate for a challenging role in the banking sector.

Expertise

- MS Word
- MS Office
- MS Excel
- Public Speaking
- Analytical Thinking
- Professional Presentation
- Swift Decision Making

Reward

Oct 2023 | PA2 Library
The Best Employee of the Year

Experience

Office Management at PA2 Library Present

Chittupur | Varanasi

Efficiently managed day-to-day operations, including cataloging, inventory, and patron services.

Implemented digital cataloging systems, trained staff on their usage, and optimized workflows, resulting in a 20% increase in efficiency.

Personal Tutoring 2023

BHU | Varanasi

Provided personalized coaching and developed customized lesson plans for academic growth.

Education

Bachelor of Art in English, Polity & History 2021

Mahatma Kashi Vidyapith | Varanasi

10+2 Intermediate 2017

C.B.S.E Board | Varanasi

High School 2015

C.B.S.E Board | Varanasi