

Resume

Shilon Singh

30/122 Gali No – 6-A

Vishwas Nagar, Shahdara,

New Delhi- 110032

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OBJECTIVE

Seeking a position as a data entry specialist where I can maximize my accurate keyboard skills in a demanding work environment. To obtain data entry employment in a company that recognizes hard work and reliability as central to successful job performance. To secure a position of data entry clerk where my organizational and office skills are well utilized.

QUALIFICATION

- 10th Passed

EXTRA CURRICULAR ACTIVITIES

- Good analytical knowledge : Data Entry Operator & Dispatch

EXPERIENCE

- Three Years From Magic Rivers Import & Export Pvt. Ltd. , Two Years From Raceme Infotech Solutions Pvt. Ltd.

TECHNICAL SKILLS

- MS Word
- MS Excel
- Typing skills - 35wpm
- Database management
- Dispatch

STRENGTH

- **Effective Communication Skill**
- **Positive Attitude**
- **Hard Working**

PERSONAL DETAILS

- **Father Name** : **Late Shri Kedar Singh**
- **Date of birth** : **31 – October – 1996**
- **Sex** : **Male**
- **Marital Status** : **Unmarried**
- **Languages** : **Hindi , English , Punjabi**
- **Nationality** : **Indian**

I hereby declare that all the information mentioned above is true to the best of my knowledge

Date: __/__/__

Place: Delhi

(Shilon Singh)