

CURRICULUM-VITAE

LAL SINGH

Address: N-30, B-342 Block- H/4
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Objective: To excel & grow in the sphere of Information Technology by working with such a growing organization, which gives me better opportunity to prove my skills & rewarded to fulfil my dreams as well as of organization.

Work Experience:

From (31-August, 2018 Still Working) **Ministry of Science & Technology, Department of Biotechnology**). As Data Entry Operator through by **Alankit Limited** in the 6th-8th Floor, CGO Complex Lodhi Road New Delhi-110003.

From (1-August,2014 To 31-August, 2018)**Ministry of Science & Technology, Department of Biotechnology**). As Data Entry Operator through by **Bedi & Bedi Associate** in the 6th-8th Floor, CGO Complex Lodhi Road New Delhi-110003.

(**Ministry of Science & Technology, Department of Biotechnology**). As Data Entry Operator through by **Bedi & Bedi Associate** in the 6th-8th Floor, CGO Complex Lodhi Road New Delhi-110003.

- **From (11-June, 2013 To 01-July, 2014)**
Tata Power Delhi Distributor Limited. As a Back Office Executive (**CMG**) through by (**Capital Business System Limited**). (**Working on S.A.P software**) in the Keshav Puram Lawrence Road Delhi-110035
- **From (01-May, 2011 To 11-June, 2012)**
Tata Power Delhi Distributor Limited. As a Back Office Executive (**CMG & MMG**) Through by **Capital Business System Limited** in the Keshav Puram Lawrence Road Delhi-110035
- **Capital Business System Limited** As a Data Entry Operator in the M.C.D Nigam Bhawan Kashmere Gate Delhi-110006

Company Profile:

- **Tata Power Delhi Distributor Limited (TPDDL)**, the power distribution arm of Tata Power, serves a populace of 50 lakh inhabiting northern and north-western parts of Delhi. It is a joint venture between Tata Power Company and the Government of NCT of Delhi with the majority stake being held by the Tata Group. The company started operations on July 1, 2002, post the unbundling of the erstwhile Delhi Vidyut Board. With a registered consumer base of around 9 lakh and a peak load of around 1100 MW, the company's operations span 510 sq. kms.

Technical Skills:

- Basic knowledge of Computer like Ms-office
- Worked in companies software.
- Typing Speed 40 w.p.m in English.

Education Qualification:

- B.A. Passed From Delhi University.
- 12th Passed From C.B.S.E Board.
- 10th Passed From C.B.S.E. Board.

Personal Details:

Father's Name	:	Sh. Jai Parkash
Date of Birth	:	16 th July, 1990
Sex	:	Male
Marital Status	:	Unmarried
Languages Know	:	English & Hindi
Nationality	:	Indian
Hobbies	:	Playing Cricket & Watching Movie

DECLARATION:

I hereby declare that all statements and information given by me in this application are true, correct and complete to the best of my knowledge and belief.

Date.....

Place.....

(Lal Singh)