

PUSHKER SINGH

Plot No. 63, Gali No.3, Prem Vihar, Nagali
Dairy(Pillar No. 32, near Dwarka Metro Station)
Najafgarh
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Objective:

- To achieve success through hard work and learn new things.
- Want to meet new people.

Education:

Vinayaka Missions Sikkim University	B.A(Hindi)	2017
NIOS	12TH	2006
C.B.S.E.	10TH	2001

Technical Knowledge:

- MS OFFICE
 - M.S. Excel
 - M.S. Access
 - M.S. Word
 - VBA Macro(Basic)
- Internet
- Typing speed 30-35 WPM with the accuracy of 99%.
- Basic knowledge of Accounts.

Experience:

Total Experience: 4 Years and 7 Months in Operations (Coordination, MIS and Data Entry)

Data Entry Operator (Product Service-Chemical) in TUV-SUD South Asia:

Jan 2017-Present (1 Year 3 months)

Responsibility:-

- Coordinate with chemical Lab, Customer Service, Review, Registration, Sampling, Hardline Dept.
- Taking printout of sampling plan and raw data from LMS and provide sample to chemical lab.
- Taking follow up of customer due, lab due, fast and superfast reports from chemical lab.
- Compilation of results.
- Entry of results in LMS.
- Prepare status of due reports and organic tracker (excel).
- Provide additional sample with the help of customer service to lab.

Financial data analyst in Ajay Dwivedi And Co.:

Feb 2016 – Dec 2016 (11 Months)

Responsibility:-

- Prepare financial report of companies.
- Prepare MIS of Jarman Share Holder and UK Finance.

Operations Executive [CM(Collateral management)] in Sohan Lal Commodity Management pvt Ltd:

July 2015-Jan16 (6.5 Months)

Responsibility:-

- CM SOP Follow up.
- Filling (LRL, SVS and Other Document) and maintain Excel (Stock).
- Provide Weekly stock, monthly guard & vehicle register to Audit and Weekly Crop report to Quality.
- Making sure that CM maintain their stock register and stack card.
- Coordinate with supervisors.
- Provide original joining kit to HR after scrutiny.
- Provide Handset with SIM and debit card to CM and submit the same to related dept.
- Provide ESI, salary slip and PF detail with the help of HR dept. to CM.
- Write down SAP Business entry Manually in Register.

Data entry operator on behalf of Shivam Computer Services: Aug.2013-July. 2015 (2 Years)

- Worked in Ministry of Information and Broadcasting (TV& INSAT) and several Projects.
- Data Entry and documentation.

Personal Detail:

Father's Name	:	Sh. Hira Singh
Mother's Name	:	Smt. Kaushalaya Devi
Date of Birth	:	17 December, 1984
Language Known	:	Hindi & English
Marital Status	:	Single

(PUSHKER SINGH)

Place : New Delhi

Date :

