

## RESUME

### ARVIND SINGH

Mob: - +91-8529199893

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### PRESENT ADDRESS

Subhash Nagar, Gali No - 3 Lin Par  
Bahadurgarh, Jhajjar (Hr) Pin: 124507

### Career Objective

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

### Personal Statement & Professional Synopsis

I am a professional with **4 years' experience** in the area of **Time Keeper**

My desire is to apply that knowledge in a management capacity within an organization.

- Possess Good communication skill.
- Good knowledge of MS office i.e. MS Excel, Internet Etc.
- I am professional with **2 years' experience** in the area of **Quality supervisor**.

### Employment History

Presently working as a **Time Keeper** with M/s (HSIL), Hindustan Sanitaryware & Industries Ltd., Bahadurgarh, (HARYANA)

### Key Skills

- ❖ Working material inward and outward entry.
- ❖ Marking staff attendance and labor handling.
- ❖ Supply manpower to various departments.
- ❖ Daily inspection material on the table,
- ❖ Functional testing of faucet,
- ❖ Etching on the material,
- ❖ Pack material master carton as per stander packing,
- ❖ Hand over material to SCM.
- ❖ Vehicle loading unloading handling

### Academic Qualification

- Passed **B.A** from **KHORAMPUR UNIVERSITY** Session 2009 -12.
- Passed Sr. Secondary examination from K.V.I.C ( MARTINGANJ AZAMGARH, U.P) Session 2008.
- Passed Secondary examination from S.J.H.S (JETHAHARI AZAMGARH BOARD) Session 2006.

### Personal Details

Father Name	:	Sh. Om Prakash Singh
Sex	:	Male
DOB	:	10 <sup>th</sup> Feb, 1991
Marital Status	:	Married
Language Known	:	English & Hindi (Write, speak)

Strengths : Punctuality, Flexible Nature,

**Date:**

**Place: BAHADURGARH**

**(ARVIND SINGH)**