

Reference:- Demon Recruitment & Resourcing

CURRICULUM VITAE

CHAMAN

Mailing Address

Residential address : F-121 , Lal Kuan, M.B. Road New Delhi – 110044
Mobile No. : 9891957831
Email Id : Chamansingh.singh2011@gmail.com

Personal Details

Father's Name : Devendra Singh
D.O.B : 26-05-1995
Religion : Hindu
Nationality : Indian
Hobbies : Cricket,
Marital status : Unmarried

My Strengths

€ Adaptability
€ Hard working
€ Honest
€ Flexibility
€ Fast decision making
€ Self motivated

I am an honest, self motivated and hardworking person with positive attitude towards my career and my life.

Educational Qualification

€ B.A. Programme appearing from University of Delhi
€ 12th Passed from CBSE Delhi 2013

€ 10th Passed From CBSE Delhi 2011

Professional Qualification

Six Months Course in MS Office (Ms-Word, Ms-Excel, Ms-Power Point).

Basic Knowledge of internet and Email Browsing.

Work Experience

✓ Worked with Yellow page copy in Delhi as Data Entry Operator for 6th months.

✓ Worked with BSA COURIER in Delhi as Data Entry Operator for (November to January 2016), 3th months.

✓ Worked with VIKAS TRANSPORT AND CARRIERS L L P in Faridabad as Data Entry & Billing for (December 2016 to August 2018), 21 months.

✓ Working with skyline financial services private limited in Delhi as junior executive backends office supportive. Before 8th months

My Work Skills

Undertaking clerical task such as typing, filing, making, phone call

Basic book keeping,

Language Skills

English	:	Writing, Reading,
Hindi	:	Writing, Reading, Speaking

Declare

I declare that all above information is true in my knowledge.

Date. 21/06/2019

Place. Lal kuan

Chaman