

RESUME



Harendra Singh

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New Delhi-110003

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Objective

I am promising self motivated & professional kind of person and believe hard work always success & if give an opportunity I will prove my worth to an organization.

Qualification

- ❖ Graduate from Delhi University.
- ❖ 12th passed from CBSE Board.
- ❖ 10th passed from CBSE Board.

Professional Qualification

- ❖ Basic Knowledge of work with MS-Office like: - Ms-Excel, Ms-word, Power Point.

Work Experience

- ❖ I worked 1year 3 months as a Data Entry Operator with **Dignus Services Pvt. Ltd. (Ministry of Information & Broadcasting)**.
- ❖ I have 2 year 9 months experience with **Pravidhi India Pvt. Ltd. (Ministry of Home Affairs)** as a Data Entry Operator.
- ❖ I am still working with the AFLAC Process in Capgemini from last 3 months.

Hobbies

- ❖ Playing Cricket.
- ❖ Listening & Singing Songs.

Strength

- ❖ I am quick learner, hard worker, self-confident, punctual time and easy adjustable in any environment

Personal Details

Father's Name : Lt. Shri Balwant Singh
Date of Birth : 28th June 1989
Gender : Male
Nationality : Indian
Religion : Hindu
Marital Status : Married
Languages known : Hindi & English

Declaration

I hereby declare that above all the information given is true to the best of my knowledge and belief.

Date.....

Place: Delhi

(Harendra Singh)