

**GOVIND KUMAR SINGH**

**Male, 21 Years**

**H No. 105** vijay nagar, Ghaziabad 201001

Mob: - 8882036856

EMAIL: gov.9015@gmail.com |

**Carrier Objectives:** To work in a challenging environment with honesty, loyalty as a member of a team towards the accomplishment of organizational goals with exploring my skills and implement the innovative ideas into practice in the best possible ways.

**Educational qualification :**

- High school passed from U. P. Board in 2011.
- Intermediate passed from U. P. Board in 2013
- BCA passed from CCS University in 2016.

**Work Experience:**

**One year experience in DEO process.**

- 1 year experience as a DEO in Guru Solution PVT. LTD.

**Roles and Responsibility:**

**Role** – Data entry Operator

**Responsibilities-** Performed data entry alpha and numeric data entry to add new records, verify, correct, Edit and change

**Major Qualifications:-**

- Typing Speed 40 wpm and above
- Demonstrated ability to use office equipment with a high degree of accuracy and efficiency
- In-depth knowledge of MS Office applications (Word, PowerPoint and excel)
- Proven record of using honesty and discretion when handling business information

**Computational skills:**

- MS-Office, MS Word, Excel, PowerPoint,
- Operate window 7& 8
- Certificate of CCC from NIELIT

#### **EXTRACURRICULAR ACHIEVEMENTS/INTERESTS:**

##### **Professional Interests**

: Performed data entry alpha and numeric data entry to add new records, verify, correct, Edit and change

##### **Personal interest**

: **Reading news and Operating Computer**

#### **ADDITIONAL CAPABILITIES:**

- ❖ Able to perform other clerical duties as needed.
- ❖ Positive attitude and excellent interpersonal skills
- ❖ Demonstrated ability to maintain good manners and efficiency in routine professional relationships

#### **Personal Detail:**

Father's Name : Sh. Inderpal singh  
Date of Birth : 18<sup>th</sup> April 1996  
Material States : Single  
Gender : Male

**Dated:**

**Govind kumar singh**