

## **CURRICULUM-VITAE**

### **Sunny Singh**

Plot No. : D-18 Laxman Puri  
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### **Personal Details**

Date of Birth : 28<sup>th</sup> July 1988  
Father's Name : Sh. Amrit Singh  
Marital Status : Married  
Hobbies : Listening Music  
Language Known : Hindi and English

### **Objective**

To work in a dynamic professional organization with full dedication and spirit to create synergies and to embark upon a career which provides me an opportunity to develop and enhance my skills.

### **Strength**

- Positive attitude and believe in relationship Building
- Analytical and conceptual thinking.
- Responsible, reliable, confident and presentable
- Enjoy working in a team being able to work in any type of working environment.

### **Qualification**

- 10<sup>th</sup> from CBSE in 2006
- 12<sup>th</sup> from CBSE in 2008
- B.com (Programme) from Shivaji College (Delhi University) in 2011

### **Work Experience**

- 1 Yrs Experience as a Data Entry Operator in Data Outsourcing India (2011-2012)
- 8 Months Experience as a Data Entry Operator in MTS Offshoot (2012-2013)
- 2 Yrs 8 Months Experience as a Data Entry Operator in Byju's Classes (Think & Learn Pvt. Ltd.) (2014-2015 & 2017-2019)

### **Technical Qualification**

- Basic Knowledge of Computer (MS Word, Excel, Power Point & Internet)
- Tally 9.0 from ICT Institute
- Corel Draw, Math Type

### **Typing Speed**

- Typing Speed on Computer above 50 wpm

Date :

Place : New Delhi

(Sunny Singh)