

# **CURRICULUM VITAE**

## **GAUTAM KUMAR SINGH**

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### **Address for Communication :-**

D-3/98 Sangam Vihar,  
New Delhi - 110080.

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### **Career Objective**

**Personal Objective:-** To strike a balance between satisfaction and ambition and to utilize the same towards growth and fulfillment.

**Professional Objective:-** Seeking a position providing the chance to learn constantly, upgrade and prepare myself for newer challenges and to be a part of professionally managed, reputed and growth oriented organization.

### **Educational Qualification**

Examination	University/Board	Marks	Remarks
B.COM (HONS.)	Delhi University	50%	Cleared in 2019.
XII	CBSE Board	62%	Cleared in 2016.
X	CBSE Board	6.2 CGPA	Cleared in 2014.

### **Professional Qualification**

- One Year Advance Computer Course of Computer Software from Bright Institute of Management and Technology, Sponsored by Government of India.
  - (i) Six Months Certificate of Computer Basics.
  - (ii) One Year Certificate of Advance Diploma in Computer Applications.
- Six Months Basic Computer Course of Computer Software from Rattan Computer Education, Sponsored by government of India.

### **Technical Knowledge**

- Operating Systems

- Windows-XP, 7, 8, 8.1 and 10.

#### ➤ **Application Software**

- MS Word
- MS Excel
- MS PowerPoint
- MS Access

### **Work Experience**

- Worked as a Data Entry Operator and Scrutinizer for 1 year.
- Worked as a Scrutinizer leader for 1 year
- Worked as a Associate - Data processing for 1 year.

### **Strengths**

- Self Motivated, Good Communication Skill, Fast Learner, Positive Attitude, Ready to Perform Challenging Task, Hard Working, Leadership Quality.
- Ability to cope with failures and learn from mistakes.

### **Skills and Interests**

- Making Friends
- Reading Magazines
- Playing Outdoor Games

### **Personal Details**

Date of Birth	: 16-03-1997
Father's Name	: Sh. Shyam Kumar Singh
Languages Known	: Hindi & English
Marital Status	: Unmarried
Nationality	: Indian
Sex	: Male

### ***Declaration:***

*I hereby declare that the information given above are true and honest to the best of my knowledge. I commit to discharge my duties in the best possible manner.*

**Date :-**

**Place :- New Delhi**

**APPLICANT  
(GAUTAM KUMAR SINGH)**