

# Aaditya Kumar Singh

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noida phase 2, Delhi

## Objective

I am seeking a company where I can use my experience and education to help the organisation meet and surpass its goals.

## Education

12Th Pass  
College: Lmv bihar

## Skills & Abilities

### Back Office:

Knows Computer, Tally, Email | Advanced Excel, Basic Excel, Ms Word, > 30 Wpm  
Typing Speed

### Other:

Stenography

## Languages Known

## Past Experience

### Back Office:

Fresher  
Data Entry

### Other:

Fresher  
stenography, adca

## Other Details

Age: 18 Years  
Gender: Male