

CURRICULUM VITAE

Bhupender Singh

Vaishali Sector 2A
Ghaziabad.

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Goal: To be an integral part of team, accomplish organization goal and constantly upgrade my technical, analytical, logical and problem solving skill so as deliver my best to organization.

ACADEMIC QUALIFICATION:

- Pursuing Bachelor of Art from Maharaja Ganga Singh University, Bikaner.
- 12th from Rajasthan Edu Board 2014
- 10th From Rajasthan Edu Board 2012
- Deploy in Basic computer

EXPERIENCE:

- 3+ year's professional experience in IT Back-office and Data Entry.
1. **Currently working with GIS Private Limited, New Delhi as Computer Operator and Back Office Support from Sep 2017 to till date.**

Responsibilities:

- **Data entry for one in-house project library's books details.**
- Handling and creating purchase order.
- Maintaining NDA and other agreements for all the resources.
- Maintaining and creating monthly expense report.
- Online banking for all online transactions.
- Maintaining the travel logs for all the employees.
- Creating power points presentation for demo and conferences.
- Setup appointment for meetings and schedule business demo for company's products.
- Order and maintain all office supply including stationary and computer related items.
- Maintain office printers and fax document maintain.
- Maintain utility bills for office.

2. Worked with PNB MetLife as policy verifier from Nov 2016-Aug2017.

Responsibilities:

- Initial phone verification and request for pending documents.
- Setup meeting for document collection team.
- Verify the document and upload to portal.
- Payment reminder and details for collection team.
- Handling inbound calls.
- Send promotions and offers to existing clients.

Hobbies: Playing Cricket, Reading book, Social Actives and Net Surfing.

PERSONAL DETAIL:

Name: Bhupender Singh
Father Name: Gulab Singh
Date of Birth: 19-07-1997
Gender: Male
Nationality: Indian
Marriage Status: Single
Language Known: English, Hindi & Punjabi

Place: Delhi NCR

(Bhupender Singh)