

VIKAS SINGH

ABRIDGE

To use my analytical skill, ability to communicate ideas, commitment to perform Quality work and relevant experience to improve efficiency and make the most of my professional expertise. I always go with the saying “positive attitude & high expectation is the key to success”.

Qualification-

- ☆ 10th Passed from U.P. Board in 2011.
- ☆ 12th Passed from U.P.Board in 2013.
- ☆ B.Com Passed from M.G.K.V.P. Varanasi in 2016.
- ☆ Computer Course (DAFA) Diploma Advance in Financial Accounts in (L.B.S.T.I.) Rakesh Marg Ghaziabad.(201001)

Work experience-

Marudhar Fashions Pvt. Ltd.

POSITION	FROM	TO
Computer operator	10 April 2017	5 April 2018

ABC Industries Pvt. Ltd.

POSITION	FROM	TO
Computer operator	07 April 2018	8 August 2018

Mahalaxmi Agency

POSITION	FROM	TO
Computer operator (Supervisor)	20 Dec 2018	15 March 2019

Key Skills-

- Good Communication
- People practices
- Customer handling

Personality Traits-

Committed, sincere and highly self motivated
Effective communication and listening skills
Pro-active, well organized and positive work attitude
Effective coaching and mentoring skills
Quality driven and performance/ results oriented
Aggressive working capabilities under pressure
Imaginative and creative approach

Hobbies-

Reading books
Traveling new places

I hereby declare that all the above mentioned information is correct to the best of my knowledge.

Signature :
VIKAS SINGH .

Date :

Telephone-

Mob : +917755090505

E-Mail-

tvsmzp@gmail.com

Address-

A-4/3/4 South Side
Industrial area G.T. Road
Dist-Ghaziabad, (U.P.)
Pin code -201001

Personal Details-

Date of Birth –
09/01/1995
Male / Single
Nationality – Indian

Languages known-

- English
(read/write/speak)
- Hindi
(read/write/speak)

Strengths-

- Excellent Analytical Skills
- Good Communication Skills
- Good Presentation & Reporting Skills
- Adaptability to Change
- Imaginative and creative
- Customer handling