NARENDRA KUMAR SINHA

Career Objective

An enthusiastic person with self motivation, for whom, "Work" is her passion and can go beyond to succeed. Life is full of new challenges and we are the ones who know how to hold them and turn it into an amazing opportunity with our work ethics, smartness and skills. Nothing is impossible until we give up. So this is my basic funda to keep trying and nurturing my skills to be the best of myself!

✉ narendrasinha2@gmail.com

📞 9871172827

🏠 Noida, (U.P)

in
https://www.linkedin.com/in/narendra-kumar-sinha-72478b134/

Education

❖ Magadh University Bodh-Gaya, Bihar
Graduation B.com

❖ N.I.I.T, Technology Diploma In Computer

Experience

Ca On Web Pvt Ltd, Noida – Project In Alibaba	
Position	"Data Mining Executive"
Duration	(May 2019 – April 2020)

Go Clubbing Network Pvt. Ltd, Noida	
Position	"Associate"
Duration	(July 2018 –April 2019)

Blue Consulting Pvt Ltd, Noida	
Position	"Associate"
Duration	(July 2018 –April 2019)

Share Market

Personal Details

Father's Name	:	Awadhesh Prasad Sinha
Driving Lice. No	:	UP 16 20130010429
Gender	:	Male
Religion	:	Hindu
Nationality	:	Indian

Travel Accurate Pvt Ltd, New Delhi	
Position	"Data Entry Operators"
Duration	(Nov 2011 - Feb 2015)

[RESPONSIBILITIES]

- ❖ Typing from tour packages. Upload in website.
- ❖ Handling in all the operations.
- ❖ Handle full responsibilities for data.
- ❖ Provide support and assistance to new data entry operators.

Cleave Global E-Services Ltd, Noida	
Position	"Data Entry Operators"
Duration	(April 2007-August 2011)

[RESPONSIBILITIES]

- ❖ Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change.
- ❖ Perform all other essential duties as assigned.
- ❖ Responsible for the input and maintenance of data within the company database.
- ❖ Ensure accuracy and completeness data and perform clerical tasks in areas of data entry.

Educomp Solutions Pvt Ltd, New Delhi	
Position	"Computer Operators"
Duration	(July 2006 -March 2007)

[RESPONSIBILITIES]

- ❖ Ensuring the accuracy and relevancy of all data entered into databases.
- ❖ Checking the work of other data entry operators.
- ❖ Upload for data in website. Typing assignments.
- ❖ Maintained database system with accurate, up-to-data information.

I Narendra Kumar Sinha do hereby solemnly and sincerely affirm that all the information furnished above by me is true and correct to the best of my knowledge.

Place : Noida

Date :

(Narendra Kumar Sinha)