

NEETU SINGH

Mayur Vihar phase -3
New Delhi-110096

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About Me

I may assure you that given the chance, I will leave no stone unturned to give the best result. I am a hardworking, sincere and very punctual. I believe that though there are many ways to do a work but only one way is the best. I can compare the pros and cons in any situation quickly and take a proper decision.

Education

Master, Commerce

Indra Gandhi Open University
Delhi

Post Graduate ,2017

Division 1

Bachelor, BCOM

Delhi University

Graduated, July 2014

Division 2

10+2

CBSE Board
New Delhi, Delhi

completed, July 2008

Division 2

Professional Qualifications

Bachelor, B.ed MDU ,Haryana	Graduated, 2019 Division 1
Certificate ,CCC NIELT,Delhi	Completed ,2017 Division 2
Certificate ,Steno Affiliated institute ,Delhi	Completed , 2016
Certificate, Telly 0.9 F-Tech Institute, Delhi	Completed ,2014
Diploma , COPA Pusa,Delhi	Completed, 2010 Division 1
Certificate ,Basic Computer	Completed, 2008

Computer Proficiency

- MS office (Ms word, MS Excel, Powerpoint, Ms Access), WPS, Google documents and ,
- C++
- Presentation etc.
- Vedio conferencing
- E- Office
- Browsing

Languages

- Hindi
- English

Skills

- Communication
- Coordination
- Emotional intelligence

Work Experience

- Novemebr,2014 – Current

Office Assistant

Department of Telecommunication
Telecom Engineering Center ,Delhi

As an Office Assistant , I schedule the appointment diaries of senior officers for effective utilization of time. I take dictation also for preparing draft on multifarious subjects. I also oversee the conduct of official meetings of seniors and coordinate for logistical support during the meetings for its smooth conduct.

- September,2013-Novemebr,2014

Data entry Operator Cum Store Assistant

Department of Telecommunication
Telecom Engineering Center ,Delhi

I, during this period worked as data Entry operator and was responsible for proper maintenance of store records including keeping track of purchases and issue of store items.

➤ August,2010-September,2013

Data Entry Operator

Department of Telecommunication

Telecom Engineering Center ,Delhi

It was routine work of converting the PDF files of generic requirements and interface requirement of Telecom Equipment into word format

Career Highlights

- I prepare the powerpoint presentations and minutes of the various meetings held in the office by senior Govt officers. I make extensive use of Ms-office for that.
- I have been also closely associated and provided secretarial support to the inquiry officers of various disciplinary proceedings related to the government servants.
- I participate in various cultural programs held on Women's day, Hindi Pakhwada etc

Personal Interests

- I keep my self updated with the latest general knowledge and what's happening around me.
- I have interest to learn new things.

Personal Details

- Date of Birth : 07/07/1991
- Father's name : Late Sh. Umashanker
- Nationality : Indian
- Marital : single
- Hobbies : Listen Music/ Reading/Cooking/Painting/Singing

Declaration

I, Neetu singh, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.