

MOBILE: 8506891533**Email id: yadavsatyasingh@gmail.com****CAREER OBJECTIVE**

To optimally utilize the present abilities, expertise and knowledge in the organization, so as to enable the organization to achieve its goals and at the same time capture opportunities for constant learning and career development.

PROFESSIONAL EXPERIENCE

Working as Data Entry Operator in Ministry of Shipping since December 2012.

BRIEF SYNOPSIS OF WORK

<u>Nature of Work</u>	<ul style="list-style-type: none">• Official work of Data Entry Operator
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PROFESSIONAL/EDUCATIONAL QUALIFICATION**Academic Credentials**

- 10th from UP Board, Allahabad.
- 12th from UP Board, Allahabad.
- B.Sc (Computer Science with Mathematics) from university of Dr. B.R.Ambedkar, Agra.
- Typing speed of 45 WPM

COMPUTER PROFICIENCY

- Conversant in Microsoft Excel, Microsoft Word, PowerPoint
- Basic + internet
- Language C, C++, HTML

PERSONAL STRENGTHS

- Innovative, Enthusiastic, Proactive and Assertive.
- Ability to manage stress, time & people effectively.
- Result oriented with an ability to manage changes with ease.

PERSONAL DETAILS

Permanent Address:

VILLAGE – BANVEERPUR KUDHI
POST- KATENA HARSHA
TAHSIL- JASRANA
DISTRICT- FIROZABAD
UTTAR PRADESH-205145.

Date of Birth:

21ST JUNE, 1993

Gender :

MALE

Father's Name:

Late Shri Jay Kishan

Language Known:

English, Hindi (Reading, Writing and
Speaking)

Marital Status:

Married

PLACE: NEW DELHI

Satyasingh
SATYA SINGH