

## **SIDDHARTH**

**Mobile:** 8750918553  
**Email:** Siddharthsinghmar@gmail.com

### **VISION**

**To strive for good learning experience for enhancing my skill, abilities and professional And to ser the goals at optimum end. I wish to grow personally and professionally along with the corporate ladder while contributing effectively to the organization.**

### **ORGANIZATIONAL SCAN**

**PREVIOUS : DEPARTMENT OF FOODS & PUBLIC DISTRIBUTION DEPT.  
KRISHI BHAWAN NEW DELHI.**

**Duration:** Decemer,2015 – October,2020

**Designation:** Secretarial Assistance

**Role & Responsibilities:**

- Typing Official letter in word.
- Maintenance of Section Diary & dispatched.
- Indexing and Recording.
- Preparation of arrears and other statements.
- Point out any mistakes or incorrect statement of the facts.
- Keeping note of the movement of files.
- Misc work in excel like staff job summary, mediclaim summary, Reimbursement summary etc.
- Knowledge of file management system (FMS)

**WORKING NOW: CENTRAL PUBLIC WORKS DEPARTMENT  
IARI, PUSA, NEW DELHI.**

**Duration:** 01.10.2020 to 31-03-2021

**Designation:** Computer Operator.

**Role & Responsibilities:**

Bhavishya, PIMS salary Bill, PG cases, E-sewa, Uploading & downloading online e-tender, Quotation in CPWD portal & preparation of estimate, preparation of contractor bill/CMB, Deviation statement, extra item statement etc.

### **SCHOLASTICS**

- B. A (Delhi University)
- Class XII (CBSE),2010
- Class X (CBSE), 2008

### **TECHNICAL SOFTWARE KNOWLEDGE**

- Six month computer course in Mongia Institute.
- Diploma in Secretrial Practice course from ITI Pusa Road, New Delhi.

### **IT EXPOSURE**

- Operating Systems : Windows98/2000
- Others : Good knowledge of MS Office, Excel & Internet

**PERSONAL PROFILE**

Name : Sh. Siddharth  
Date of Birth : 23<sup>rd</sup> September, 1991  
Married status : Married  
Nationality : Indian  
Address : Pole No. 151A Purana Shiv Mandir, Chhawla Village New Delhi- 71.

**(Siddharth)**