

Vikas Singh



ADDRESS

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DATE OF BIRTH

August 27, 1996

LANGUAGES

- English
- Hindi

STRENGTHS

- Good communication skills
- Ability to rapidly adapt to a fluid situation
- Apt learner
- Leadership quality
- Open to constructive criticism
- Passionate about the work I do
- Very motivated
- Multitasking

INTERESTS AND ACTIVITIES

- Reading
- Music
- Arts and Crafts
- Travelling

OBJECTIVE

To find a challenging career in an esteemed organization so that I may grow professionally, while earning a good reputation amongst my peers.
I am seeking a position that will utilize my skills, dedication and expertise while utilizing the chances for professional advancement and self improvement.

EDUCATION

High School(10 th)	Uttar Pradesh Board	2011	55.17%
Intermediate(12 th)	Uttar Pradesh Board	2014	76.8%
B.B.A.	Chaudhary Charan Singh University, Meerut	2022	NA

CURRENT ROLE

• January 2018—Present

Company: Will Marine Container Service Private Limited

Role: Operation Executive, Administration Dept.

Job Profile:

- * Handling facilities & basic office administration
- * Vendor invoicing and processing
- * Periodic account reconciliation with vendors and maintains the data
- * Handling facilities & basic office administration
- * Maintaining computer system by updating and entering data. Suggest measures for improving employee retention Lead, oversee and supervise members of the recruiting team
- * Screen calls, enquiries and requests, and deal with them when appropriate
- * Assist/support Director, Development Manager & Communications Manager in arranging funding partner and other events

PREVIOUS EXPERIENCE

• November 2016—January 2018

Company: Royal Pressing & Components Private Limited

Role: HR Assistant and Personal Assistant to MD

Job Profile:

- * Maintaining the records of office inventory
- * Maintaining computer system by updating and entering data. Suggest measures for improving employee retention Lead, oversee and supervise members of the recruiting team
- * Produce documents, briefing papers, reports and presentations

• November 2014—November 2016

Company: Land-Craft Developers Private Limited

Role: Administrative Executive

Job Profile:

- * Point of contact between vendors and administrators
- * Administrative service to organization employees
- * Handling facilities & basic office administration
- * Managing and maintaining the housekeeping and security staff's data and duties
- * Coordinating with the dealers, suppliers and vendors
- * Meet and greet visitors

FUTURE AIM

- To take active part in the future development of your organization with strong dedication and limitless efforts.
- To complete all my assignments in a highly responsible manner and achieve the results expected from me by the management.
- To give maximum support to the management without any hesitation at any level.

COMPUTER SKILLS

- MS-Office : (MS-Word, MS-Excel, MS-PowerPoint), Complete Knowledge of Internet and Basic Computer Hardware, Basic Knowledge of ERP Tools like Oracle, Tally

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Vikas Singh