

# CURRICULUM VITAE

## **JEET SINGH**

Plot No - 28, Bhim Enclave,  
Vikas Nagar, Uttam Nagar,  
New Delhi - 110059,  
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### **CAREER OBJECTIVE**

To work y best ability & to make the organization goal as mine. To strive for growth & success with that of organization.

To secure a challenging position in a reputable organization to expand my learning. Knowledge and skills.

### **ACADEMIC QUALIFICATIONS**

- **M.A .** Passed from IGNOU University in **2021**.
- **B.A** Passed from Delhi University in **2015**.
- **12<sup>th</sup>** Passed from CBSE Board in **2011**.
- **10<sup>th</sup>** Passed from CBSE Board in **2009**.

### **PROFESSIONAL QUALIFICATIONS**

- Basic Knowledge of Computer.
- Knowledge of Advance Excel.
- Vlook up, Hlook up, Pivot Table, Chart, If Function ect.
- Typing 35 to 40 wpm.

### **WORKING EXPERIENCE**

- **2 Year Work Experience as a Data Entry Operator from Delhi Jal Board (NWS).**
  - CC&B, Any type of Data entry, Knowledge R.M.S. (June 2017-april 2019)
- **2 Year Work Experience for Airtel as a MIS Executive.**
  - Mange any type of excel data, and excel formuals. (2015 - 2017)
- **1 Year Work Experience for Micromax as a Computer Operator.**
  - Any work of computer operator. (2013 - 2014)
- **1 Year Work Experience as a Data Entry Operator From Airtel.**
  - Form fills of Customer details. And data entry of any type. (2012 -2013)

### **STRENGTHS**

- Discipline.
- Hard working.

- Smart working.
- Creative.
- Honesty.
- Dedication.

## PERSONAL DETAILS

Father's Name	:	Mahender Singh
Date of Birth	:	20 <sup>th</sup> Feb 1993
Nationality	:	Indian
Language	:	Hindi, English
Gender	:	Male
Marital Status	:	Unmarried
Religion	:	Hindu
Hobbies	:	Listening Music & Playing Football.

## DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief.

**Date:** .....

**Place:** New Delhi

**(JEET SINGH)**