

Sandeep

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SUMMARY

- An clerical professional successful in managing and organizing office procedures, providing support to supervisors and co-workers, and efficient in personal computer operation and document creation, interested in managing all office operations.

WORK EXPERIENCE

➤ **5year Aviation experience.**

- Working from 20th sept.2016 in AIRINDIA SATS as a RAMP SERVICES AGENT. In this job profile I am doing multitasking work as a RCC (RAMP CO-ORDINATE CENTRE) admin.
- Make roster of staff, staff consult, ESIC issue, salary issue, Mailing to Departments.

Certificate

- ### ➤ Rewarded as a Covid-19 Warrior for working non stoppable during lockdown.

Data Operator

BJP Office , Uttam Nagar

In April 2014 to May 2015

- Performed various tasks as a computer operator such as maintaining data of workers, client details and other work related to data maintenance.

EDUCATION

Degree-MA

IGNOU University, Delhi

2014 – June.2016

- Master Degree in Hindi

Degree-BA

Delhi University, Delhi

2011 – Dec. 2013

- Bachelor in Arts

Master Diploma in Software Education

Delta InfoTech , Najafgarh

2013 – 2014

- Diploma in Software Technology (DST) I have knowledge about operation of different computer software for Example, MS- Word, Ms- Excel, Ms- Power Point, Ms- DosFox Pro, all the versions of windows, Photoshop, and Internet etc.
- Knowledge of basic operating systems like Microsoft Word, Excel, PowerPoint, Computer Software, Computer Hardware, Basic Computer trouble shooting, Ability to learn any computer program.

STRENGTH

- Hard worker.
- Fast Learner.
- Adaptable to every Condition.
- Punctual & Active.

HOBBIES

- Listening Music.
- Reading
- Playing outdoor games
- Work on Computer.

PERSONAL INFORMATION

Father's Name	:	Shri. Mahavir Singh
Date of Birth	:	8 th Sept, 1989
Sex	:	Male
Category	:	OBC
Language Know	:	Hindi & English
Religion	:	Hindu
Nationality	:	Indian

Place: -.....

(Sandeep)