# CURRICULUM-VITAE

# MAHENDRA SINGH

Kali Mata MandirKe Pass,

Harnampur, Thatipur, Email: singh.mah2011@gmail.com

Gwalior, Madhya Pradesh msingh\_1980@rediffmail.com

Mobile No. 09827325831, 8839521678

## CAREER OBJECTIVE

I am a dreamer and can follow my dreams to climb high success though**hard work, Punctuality & dedication.** Wish to excel in life by achieving the remark of a perfect skilled and efficient worker want to add values and ethics to drive my organization and myself to the new heights of success through my work.

## STRENGTH

* Believe in team spirit
* Team work
* Hard work

**Academic Qualification:**

|  |  |  |
| --- | --- | --- |
| **Degree/Class** | **Qualifying Year** | **Board/University** |
| High School | 1997 | M.P.Board,Bhopal |
| Intermediate | 1999 | M.P.Board,Bhopal |
| B.Com. | 2004 | JiwajiUniversity,Gwalior |
| M.Com | 2009 | JiwajiUniversity,Gwalior |

**PROFESSIONAL QUALIFICATION**

* P.G. Diploma in computer application from MMYVV, Jabalpur
* Modern Office Management diploma from MMYVV, Jabalpur

**COMPUTER SKILLS**

* Basic Knowledge of Computer.
* M.S. Office (Word, Excel, Power Point)
* Good Type speed in Hindi &English Typing.

**WORK EXPERIENCE**

* Presently working Office Superintendent in VISM Group of Studies(Nursing, Management &

Education)Gwalior

* 5 years’ Experience Office Executive in Prestige Institute of Management, Gwalior

**KEY SKILL**

* Hard Working
* Discipline
* Punctual in our works

**WORKING EXPERIENCE AND RESPONSIBILITIES:**

* Online & Offline Scholarship Work.
* Working in Examination Department.
* Working in Administration Department.
* Doing Bank Correspondence effectively.
* Keep records of student data interacting & transactions, recording details of inquiries, complaints & comments, as well as actions taken.
* Student monitoring & miscellaneous assignments.
* Jiwaji University Urgent & Personal Contact work.
* Affiliation & Online Examination work, Enrollment work of JiwajiUniversity, Gwalior
* Software Feeding New Admission Students Data.
* Preparing for new course proposal.
* Admission work and counseling.
* Online Work INC New Delhi, MPNRC, Bhopal, Medical University, Jabalpur.

**Personal Profile:**

Father’s Name : Late ShriBankhandi Singh

Mother’s Name : Smt. Sheela Devi

Date of Birth : 04.05.1980

Gender : Male

Marital Status : Married

Languages Known : Hindi& English

**Declaration:**

I hereby declare that the above information and particulars are true and correct to the best of my knowledge and belief.

Date:

Place: Mahendra Singh