*****Narendra Kumar Sinha*** B-252/1B Sector-19, Noida

Distt: Gautam Budh Nagar (U.P)

Pin Code: 201301

Phone: +91-9871172827

E-mail: [**narendrasinha2@gmail.com**](mailto:narendrasinha2@gmail.com)



***Career Objective***

To work with an organization which has progressive and challenging environment where I could enhance my knowledge while proving my ability to work.



***Work Experience***

**Ca on Web Pvt Ltd, Noida – Project in Alibaba**

Position: **“Data Mining Executive” (May 2019 – March 2020)**

Location: Noida



*******Go Clubbing Network Pvt. Ltd***

**Go Clubbing Network Pvt. Ltd** is an online web portal offering Liquor deals from Restaurants / Bars across

Delhi/NCR.

Position: **“Associate” (July 2018 - April 2019)**

Location: Noida



***Blue Consulting Pvt Ltd***

**Blue Consulting Pvt Ltd** has been assisting TIW private equity and some of our investee companies with their complete suite of Accounting Services, Payroll and Taxation Compliances.

Position: **“Associate” (Feb 2015 – June 2018)**

Location: Noida

***Responsibilities***

* Entering Data in Databases
* Compiling and verifying the information for its accuracy to prepare the data before entering it into the computer.
* Tracking supporting documents for verification of data

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***Travel Accurate******Pvt Ltd***

**Travel Accurate Pvt Ltd** is a leading tour and travel company in india which offers wide range of Tour Packages.

Position: **“Data Entry Operators” (Nov 2011 - Feb 2015)**

Location: New Delhi

***Responsibilities***

* Typing from tour packages. Upload in website.
* Handling in all the operations.
* Handle full responsibilities for data.
* Provide support and assistance to new data entry operators.



***Cleave Global e-Services Ltd***

**Cleave Global e-Services Ltd** is a leading Service Provider of Business Process Outsourcing Services, Utilities & Energy, Web Support, and Banking & Finance & Telecom Services.

Position: **“Data Entry Operators” (April 2007 - August 2011)**

Location: Noida

***Responsibilities***

* Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change.
* Perform all other essential duties as assigned.
* Responsible for the input and maintenance of data within the company database.
* Ensure accuracy and completeness data and perform clerical tasks in areas of data entry.

***Educomp Solutions Pvt Ltd***

**Educomp** is at the forefront of the evolution of education in the 21st century as the largest education company.

Position: **“Computer Operators”**

(Project in D.P.S R.K PURAM, Delhi) **(July 2006 - March 2007)**

Location: New Delhi

***Responsibilities***

* Ensuring the accuracy and relevancy of all data entered into databases.
* Checking the work of other data entry operators.
* Upload for data in website. Typing assignments.
* Maintained database system with accurate, up-to-data information.



***Education Qualification***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO.** | **Degree** | **School /College** | **Board / University** | **Percentage** |
| 1 | Graduation B.Com | Mirzgali College Gaya, Bihar | Magadh University Bodh-Gaya, Bihar | 67% |
| 2 | Intermediate | Mirzgali College Gaya, Bihar | Bihar Intermediate Education Council Patna, Bihar | 50% |
| 3 | Matric | Marwari High School Gaya, Bihar | Bihar Board Patna | 47% |

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***Computer Course***

|  |  |  |
| --- | --- | --- |
| **Course Studied** | **Name of Institute** | **Rewards** |
| Diploma in Computer through (Swift India – Courses). | N.I.I.T Technology, Gaya | Participation  Certificate |

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***Personal Details***

Father's Name **:** Late. Awadhesh Prasad Sinha  
Driving Lice. No **:** UP 16 20130010429

Gender  **:** Male   
Religion  **:** Hindu

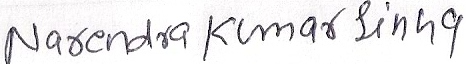
Nationality  **:** Indian



***Interest & Hobbies***

* Cricket
* Share Market

I Narendra Kumar Sinha do hereby solemnly and sincerely affirm that all the information furnished above by me is true and correct to the best of my knowledge.

Place : Noida 

Date : (Narendra Kumar Sinha)