## RESUME

**UMESH SINGH**

**S/o Jai Kumar Singh**

**MOBILE:8989893666, 8889133330**

## E-mail : umesh8103@gmail.com

**ADDRESS**

Qtr. No. - 64/1, Type-2,

East Land, Khamaria

Jabalpur M.P. - 482005

OBJECTIVE:

* *To work with a company wherein I can use my knowledge & skills for growth & development of company which in return will give me opportunities to grow & develop my career.*

Academic QUALIFICATIONS:

*Completed Bachelor of Engineering in Computer Science (CS) branch from* ***Premier Institute of Technology*** *Jabalpur affiliated to* ***Rajiv Gandhi Proudyougiki Vishwavidyalaya****, Bhopal (M.P) with aggregate of* ***7.36*** *(CGPA)*

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| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Examination** | **College/School** | **University/Board** | **S.G.P.A.** | **Year of Passing** |
| 1. | B.E. VIII SEM | P.I.T, JBP | R.G.P.V | 8.50 | 2014 |
| 2. | B.E. VII SEM | P.I.T, JBP | R.G.P.V | 7.50 | 2013 |
| 3. | B.E. VI SEM | P.I.T, JBP | R.G.P.V | 7.25 | 2013 |
| 4. | B.E. V SEM | P.I.T, JBP | R.G.P.V | 7.06 | 2012 |
| 5. | B.E. IV SEM | P.I.T, JBP | R.G.P.V | 7.50 | 2012 |
| 6. | B.E. III SEM | P.I.T, JBP | R.G.P.V | 7.50 | 2011 |
| 7. | B.E. II SEM | P.I.T, JBP | R.G.P.V | 6.80 | 2011 |
| 8. | B.E. I SEM | P.I.T, JBP | R.G.P.V | 6.67 | 2010 |
| 9. | 12th | HIGHER SEC. SCHOOL ADHARTAL, JBP | M.P. OPEN BOARD | 41.4% | 2010 |
| 10. | 10th | B.S.A. HIGHER SEC. SCHOOL, JBP | M.P. BOARD BHOPAL | 57.8% | 2008 |

SUMMARY PROFILE:

* *I am as adept at working in a solo, unsupervised environment as I am in a layered, team unit.*
* *A multilingual professional with energy and skills, able to assume responsibilities in a demanding environment.*

INTERPERSONAL SKILLS:

* *My academics and work experience is testament to my rigorous approach in analysing issues and solving problems.*
* *Have developed skills in motivating and coordinating others to achieve higher standards.*
* *Also developed is my ability to form close associations with people from varied backgrounds and occupations, and from all age levels.*
* *By contrast, I am equally adept at working in small, or even in a solo environment.*

CERTIFIEDCOURSES:

* *Diploma in Computer Fundamentals.*

Technical SKILLS:

* ***Operating Systems****: Windows XP, Vista, Windows 7& 8.*
* ***Application:*** *Microsoft Word 20003, 2007, 2010 & 2013.*
* *Systems and Network Administration.*
* *System Security, Backup and Recovery.*
* *Workstation Installation/Configuration.*

PERSONAL STRENGTH:

* *Hardworking towards the achieving the Goal.*
* *Sincere and committed to my work.*
* *Quick decision making power.*
* *Urge and zeal to prove myself.*
* *Excellent Communication Skills.*

WORK EXPERIENCE:

* *3 Years Work Experience in SDS SOLUTION (TATA DOCOMO Channel Partner) as a Post of Sales Officer.*
* Responsible for selling TATA DOCOMO postpaid connection.
* Promoting sales from shop owners.
* Dealers and our Executives. Taking report from executives.
* Responsible for installation, activation and payment collection.
* Responsible for target achievement.
* *1 Years Work Experience in VARDEEP PETRO CHEMICALS (P) LTD.*
* Promote the company brand to key buyers, ensuring their knowledge is current and appropriate.
* Generating new business both in face to face meetings and over the phone.
* Writing up concise, value-based sales proposals.
* Replying to all customer enquiries in a timely and accurate manner.
* Writing up sales reports, activity reports and revenue forecasts.
* Completing all documentation and administrative records, fully and accurately.
* Developing and maintaining a database of all contacts.

Personal PROFILE:

* **NAME** Umesh Singh
* **DATE OF BIRTH** 11 - JULY - 1992
* **NATIONALITY** Indian
* **FATHER’S NAME** Shri. Jai Kumar Singh
* **MOTHER’S NAME** Smt. Saroj Singh
* **CATEGORY** General
* **MARRITAL STATUS** Single
* **GENDER** Male
* **LANGUAGEs Known**   Hindi & English

HOBBIES:

* *Watching News Channels, Music Channels, and Movies.*
* *Playing Cricket and Chess.*
* *Internet Surfing.*

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and brief.

Umesh Singh

**Date:**

**Place:**