**RESUME**

DHARAM VIR SINGH

ADD:- M57A KRISHAN VIHAR

NEW DELHI 110086

EMAIL ID:- a.dharamvir@gmail.com MOBILE NO.9999686797

**CAREER OBJECTIVE**

To work as the team member in a team which believes to work in a challenging and dynamic environment to keep adding value to myself and simultaneously contribute to the growth and success of the organization.

**EDUCATIONAL QUALIFICATION**:

* 10TH Passed from C.B.S.E
* 12TH Passed from C.B.S.E
* B.COM Passed from DELHI UNIVERSITY

**PROFESSIONAL QUALIFICATION:**

* Ms Office Window Xp, Package known as Ms-Excel, Ms Word , Internet
* One year accounting certificate Form ICFe North Campus

(Tally 9.0, Busy, Direct & Indirect Taxes,)

**EMPLOYMENT INFORMATION**

* One and Half year working with KAPISH INOLINK PVT LTD as a **Junior Accountant**
* Three and half year working with INFRA DEVELOPERS & FASCINATING LANDMARK pvt ltd as **Office Coordinator**.
* Working in SILVER OAK WELFARE SOCIETY as **Office Coordinator** since sept.2013 to present.

**WORK PROFILE**

* Client handling
* To coordinate with sales teams for achieving sales targets.
* Prepare M.I.S report **(Management Information Service)**
* Handling sales enquires received through various client
* Approach freelancers & brokers for project & follow them.
* Communicate with existing client to provide document & updates them regarding our projects
* Follow up existing client for payment according to their payment schedule.

**PERSONAL INFORMATION**

Father Name : Sh. Om Prakash

Date of Birth : 10th jan 1988

Marital status : Single

Sex : Male

Nationality : Indian

Languages Known : Hindi

Permanent Address : M-57a Krishan Vihar

New Delhi -110086

Date:-

Place:-

(Signature)