**PREETI SINGH**

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**Objective:**

To seek a position in such an industry where i can prove myself and work accurately with best of my knowledge, education and soft skills.

**Core Competencies:**

* Having **2.5** of Writing experience as Reporter, Copy Editor/writer.
* Good skills of written and verbal communication.
* Outstanding news writing and Editorial skills.
* Ability to communicate effectively on and off-camera.
* Ability to analyze and interpret information.
* Knowledge of grammar and use of punctuation marks.
* Ability to co-ordinate interacts and get along with co-workers and public contacts.
* Target oriented and ability to perform tasks within limited period of time.
* Have working exposure with good feature like MS-word, excel, PowerPoint, office and Internet.

**Professional Experience:**

* Currently working with Tachyon LED Solution Pvt Ltd as a Personal Secretary to MD.

* Worked in RITES as an HR/Office Assistant on deputation basis and posted in Rail Bhawan:
* For 5 months was posted in ERB-III Branch, where have to deal with all the loan related matters of the Railway Board’s employees.
* For 1 year worked in Protocol Branch as an Executive Assistant to Under Secretary (Protocol) Branch, Railway Board, where I handle all the calls, meetings, minutes of the meetings plus have to organize all the arrangements of the meetings (invitations to the Board Members, manage papers/files works for the meetings), Planning travel arrangements of the Board Members and VIPs of Ministry of Railways.
* Posted in Project Branch of Railway board, have to deal with all the Mumbai Metro & Rail Projects in Mumbai like Mumbai Urban Transport Project (MUTP) which is supervised by Central, Western Railway and MRVC.
* Worked in Jasu-bhai Media Pvt. Ltd. as a Correspondent-cum-Sub-editor from Sep 2011 to April 2013.
* Worked in Hindustan Times Media Ltd as Jr. Copy Editor from Feb 2011 to Aug 2011.
* Previously worked as Reporter-Content writer since Oct 2010 to Feb 2011 in Journalist Today Network (Online magazine).
* Worked as a Trainee (Secretarial- personal assistant) since December 2006 to Feb 2007 in Food Corporation of India.

**Academics:**

* Completed graduation in English Hons. From Delhi University in 2010.
* Have done a certificate course in Soft Skill form Delhi University in 2010.
* Have a diploma course of Office Management from Board of Technical Institute in 2008.
* Done Mass Communication course of Ten months from Delhi University in collaboration with Mass-co media institute in 2010.

**Hobbies:**

Reading novels, watching movies, writing stories, Drawing, Watching Comedy shows, Cooking & Shopping.

**Personal Details:**

**Father Name :** Mr Palu Ram

**Sex :** Female

**Nationality :** Indian

**Marital Status :** Single

**Date of Birth** : 10-April, 1986

**Languages Known** : English, Hindi, and Punjabi

**Declaration**:

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

**Preeti Singh**



