**VIRENDRA SINGH**

***BELIEF***

# “ HARD WORK ALWAYS LEADS TO SUCCESS ”

**By Virendra Singh**

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| Virendra Singh, s/o Mr. Shri Tejpal Singh  **Contact No**  Mobile: 6397759290  Email: vsrajput827@gmail.com Permanent Address Vill+ Post -Kapsarh,  Distt- Meerut  Pin- 250223 (U.P)   Personal Details Date of Birth : 01-jan-1990  Sex : Male  Nationality : Indian  Marital Status : Married  Language : English,Hindi, | |  | | --- | | **SUMMARY** |  * **Looking for a suitable career opening in an organization which nurtures talent, inspires excellence, and provides cheerful corporate culture where I can use my full potential and skills for the growth of both organization and myself.**   ASSETS   * **Adaptability to work in any circumstances.** * **Effective Communication skill and leadership qualities.** * **Highly motivated to work as a team.** * **Hard worker and team facilitator.**   COMPUTER SKILL   * **Advance diploma in Office Automation.** * **Doeacc CCC Certificate.**   WORK EXPERIENCE   * **3 Year Work Experience as a Administrative Assistant in Indian Potash Ltd Sakauti Tanda Meerut.** * **1 Year Work Experience as a Field Sales Executive in Shree Ram Equipment meerut.** |

**ACADEMIA**

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| **COURSE** | **BOARD\UNIVERSITY** | **YEAR** |
| **X** | **U.P BOARD** | **2005** |
| **XII** | U.P.BOARD | **2007** |
| **B.Com** | **CCS University** | **2010** |
| **M.Com** | **CCS University** | **2013** |

**DECLARATION**

**I hereby declare that the information given above is mentioned true and correct to the best of my knowledge and belief.**

**DATE : -………………..**

**PLACE:- …………………..**

**(Virendra Singh)**