**CURRICULUM VITAE**

**PRAKASH SINGH**

Bachelor of Business Administration .

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**DOB:** 24th Apr 1992.

# CAREER OBJECTIVES

To be a part of dynamic environment and looking at professional growth by way of harmonizing the organizational goals with personal goals and to work with an organization where I can utilize my knowledge, experience and help in the growth of the company. Here’s what I am willing to provide to the organization:

Enthusiasm and Hard work with Positive Attitude. Creative and New Ideas.

# SUMMARY OF SKILLS

Competent & dynamic professional well trained in Mangment & Daily Project Report. Possess good working knowledge of MS Excel and MS office

# PROFESSIONAL EXPERIENCE

Working as a Computer Operator cum office asiistant for "DNS Enterprises".

* Coordinate project management activities, resources, equipment and information.
* Assign tasks to internal teams and assist with schedule management.
* Act as the point of contact and communicate and help prepare budgets.
* Monitor project progress, risks and handle any issues that arise .
* Work with the Project Manager to eliminate blockers.
* Issue all appropriate legal paperwork (e.g. contracts and terms of agreement).
* Create and maintain comprehensive project documentation, plans and reports.

# ACADEMICS

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| --- | --- | --- | --- |
| **Degree** | **Institution** | **Year** | **CGPA/%** |
| BBA | Integral University Lucknow(INDIA) | 2009-2012 | 64 |
| HSSC (12th) | Board of high school and intermediate,uttar pradesh | 2009 | 66 |
| SSC (10th) | Board of high school and intermediate,uttar pradesh | 2007 | 63 |

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# STRENGHTH:

* Logical, Hardworking and creativity. Enthusiasm & Positive Attitude.
* Adhere timelines even working in high pressure with multiple deliverables.
* Definiteness of purpose and have clear goals.

# EXTRACURRICULLUM ACTIVITIES:

* Was training and placement advisor at MAX Life insurance
* Represented School and College at Cluster Level in Badminton and Cricket

# HOBBIES:

* Playing outdoor games like , Cricket.
* Surfing internet.
* Listening and singing songs..
* Watching cricket on TV.

**PRESENT ADDRESS:-** 191k/1R Rajrooppur Allahabad pin 211011 . Date:- 17/12/2018 Prakash singh