**RANJEET SINGH**

A-106 Joshi Colony  
I.P Extension Delhi-92   
Mobile-7982362566  
[Rs9800813@gmail.com](mailto:Rs9800813@gmail.com)

**Career Objective**

 To obtain a challenging position in a high quality engineering environment where my resourceful experience and academic skills will add value to organizational operations.

**Education:-**

* **Bachelor of Computer Application (2013)**Punjab Technical University   
  Jalandhar, Punjab
* **Intermediate (2009)**Chandra vati inter college   
  Etah jaithara   
  UP board
* **High School (2006)**  Rajkiya sarvodaya bal vidyalaya   
  CBSE Board   
  Delhi

**Certification:-**

* Information communication Technology (ICT) From N.V.T.P ministry of labour and employment in 2012
* Soft skills base line staff in service sector From N.V.T.P ministry of labour and employment in 2012

**Skills**

* System assembling.
* Windows installation.
* Software installing and updating.
* Printer installation.
* Customer support
* Operations.
* Hardware Software Troubleshooting.
* Knowledge of Remote access software.

**Work Experience**

* **Abide InfoTech services private limited**

From October 2014 to September 2015

Designation- Technical Support Executive

* **Supreme Securities limited**

From April 2016 to May 2018

Designation - Operation Executive

* **Oss Infocom Pvt Ltd.**

From November 2018 to January 2019

Designation- Customer Support Executive

**Roles and responsibility**

* Handle hardware and software problems through by the Remote access software.
* Visit at client location on the basis of system complaint.
* Installing and configuring computer hardware and application software.
* Provide Desktop support and printer support.
* Provide money transfer service like **Money gram**, **Western union**, **RIA Money** and **Instant Cash Money transfer** in India.
* Handle Documentation and joining process of New Agents.
* Provide Agent Connect software and lock the transactions.
* Provide training to new agents.
* Technical support by CRM Software and Remote.
* Provide Customer service and coordinate with main service provider through by the mail and over the call
* Provide Garmin international Product support to customer through by the mail or over the call

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**Languages**

* Hindi
* English

**Hobby:-**

* Listening music
* Make new friends

**Personal Details**

Father’s Name: Mr. Chet Ram Marital Status: Married  
Birthday: October 2nd, 1989 Nationality: Indian  
Gender: Male

**Declaration**

I, Ranjeet Singh, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:-………….

Place:-……….

**RANJEET SINGH**