**RESUME**

Name : Vikram singh Tomar Address : B-16, 1st Floor PlotNo-10A

Near Hedgewar Hospital, East Arjun Nagar,

New Delhi- 110032

Email : [vikramtomar627@gmail.com](mailto:vikramtomar627@gmail.com)

Contact : +91-7838322418,

**OBJECTIVE:**

To be associated with an esteemed organization, where I can render my level best with creativity and improvement on mind and self enhancement.

**EMPLOYEMENT DETAILS:**

**CURRENT EMPLOYEMENT DETAILS:**

1. **ARRAWAT KAIZEN (Study Abroad Consultancy) New Delhi** –

**Job Title: - DATA ENTRY OPERATOR cum Office Assistant** (January 2015 to till date.)

* Update, maintain paperwork and documents of Students.
* Helping organize and maintain office, Response to Queries.
* Perform general office clerk duties. Manage filing system.
* Visit Schools for meeting to Promote Pratapgarh & Lohagarh Farm.
* Computerized Accounting on Tally7.2.
* Creating, maintaining and entering information into database**.**

1. As a Point of Sales person (Insurance Motor, Health) in RenewBuy.com from July 2018 to till (Part time).
2. As a Supervisor in a Farm House in GURGAON from February 2012 to November 2014.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATION QUALIFICATION:**

* **Pursuing Graduation** from School of Open Learning. Promoted to 2nd Year in 2018.
* +2 from R.G.M.B.School Baroda Madhya Pradesh in 2008 By obtaining 66% marks
* 10th from R.G.M.B.School Baroda Madhya Pradesh in 2006 By Obtaining 67% marks.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OTHER QUALIFICATION: -**

* Mobile Hardware & Software Course from Hi-Tech Institute GURGAON in 2017.
* AADHAR EA Supervisor Certificate on 23 January. 2017 from **NSEIT.**
* 3Months Basic Desktop Publishing Course from Rose Computer Academy.
* 3 Months Computerized Office and Data Entry Course From ETASHA Society in 2014.

**STRENGHTS:**

* Strong communication skills and ability to correspond clearly & concisely at all levels.
* Commitment to Services.
* Urge to learn commitment to work.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPUTER AWARENESS:**

* Knowledge of Basic Tally 7.2.
* Knowledge of Photoshop, Corel Draw.
* Practical Experience of Office Packages: MS-WORD, EXCEL, etc.
* Familiar with working on internet.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSONAL DETAILS:**

Date of birth : 19/04/1990

Sex : Male   
Father’s Name : SHRI. SANTRAM SINGH TOMAR Marital Status : Unmarried Nationality : Indian Languages : English, Hindi, Hobbies : Learning new Things, chess

Declaration: - The above information given by me is true best in my Knowledge.

Date: - 11-01-19 Signature: Vikram Singh