##### CURRICULUM VITAE



##### Sachin Kumar Singh

##### Chhoti Holi, Near Hanuman Mandir

Padam Singh Gate, **Khurja-203131**

**Distt. Bulandshahr (U.P.)**

##### Contact details: +91-7500099543, 8171020018

**Email Id:** [tusharjadon11@gmail.com](mailto:tusharjadon11@gmail.com)

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| Carrer Objects |

To attain the peak of success with my hard work and potential in shortest possible time. To yield better work prospective to the organization, and a competitive working environment to my subordinates with full encouragement and whole-hearted participation.

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| Qualification Summary |

* B.C.A. Passed from C.C.S. University, Meerut in 2015
* 10+2th Passed from U.P. Board, Allahabad in 2012
* 10th Passed from from U.P. Board, Allahabad in 2009

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| Exeperience |

* Two Year 8 Month Experience as an Executive assistant in Creative Educational Aids Pvt. Ltd. In Soorajpur, near Pari Chowk, Greater Noida
* Two Year Experience as an Administrative (Admin & Excutive) in A.P.I.S. (BSR)
* 1.5 year Experience as Help Desk & Reception as a Shivam Technical Campus, BSR
* 3 years Buero Chief (for Advertisement) In Adarsh News, Bulandshahr (U.P.)
* 1 Year 2 Months Experience as CSA in Digi call Noida

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| Key responsibilities handled |

\* Monitoring the overall functioning of process.

\* Management and Handling relationship with major corporate clients

\* Self Motivated & Motivational Tips.

\* Good Communication Skills

\* To maintain client satisfaction and improvement.

\* Problem solving skills and product knowledge through the Telecom center .

\* Developed or implemented new procedures or systems.

\* A great Prestation at work & please don’t belittle other people.

\* Keep the Emphasis on your Hard Work.

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| Achievements |

\* Re-organized something to make it work better with the identified a problem

and solved it

\* Add extracurricular activities:

Sports, Community service show your abilities and skills.

\* Time Management, Stress Management

\* Perfect attendances awards or bonus.

\* Successfully headed the training program for one of the major BPO service providers.

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| Personal Details |

**Father’s Name: :** Mr. Ram Kumar Singh

**Date of Birth: :** 01st April 1994

**Languages known: :** Hindi & English

**Gender: :** Male

**Nationality:**  : Indian

**Marital Status:**  : Unmarried

**Strength:**  : Attractive & Impressive work

**Weakness:**  : Angry & Shouting

**Hobbies:**  : Listen Music & Cold weather walking

**Family Members:**  : 5 Members (Include me)

**Father Occurs:**  : Shopkeeper

**Salary Expectation:**  : 30000+

**Permanent Address: :** Chhoti Holi, Near Hanuman Mandir,

**Khurja-203131** Distt. Bulandshahr

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| Declaration |

I do hereby declare that the particulars furnished by me above are true to the best of my knowledge and belief.

***(Sachin Kumar Singh)***

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**Place:** Khurja **Name/Signature**