

CURRICULAM VITAE

ADDRESS:-

148, Mukund Vihar Karawal Nagar
Delhi-110094

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Contact Number:-

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KARTIK KUMAR SINGH

CAREER OBJECTIVE:-

Seeking a quality & challenging environment to reach at a highest level in my career with my honest devotion and working hard with full dedication towards work. I want to get a higher position in a company from my determination and self-confidence.

EDUCATIONAL QUALIFICATION:-

- Xth Class Passed From Govt. Boys Senior Secondary School Karawal Nagar Delhi-94.
- XII th Class Passed From Govt. Boys Senior Secondary School Dayalpur Delhi -94.
- DNYS FROM AKHIL BHARTIYA CHIKITSA PARISHAD RAJGHAT.
- B.Com. From CCS University Meerut.

VOCATIONAL QUALIFICATION:-

- Six months Diploma Course in Computer Operating From Indian Education Institute.
- Six Months Diploma Course in Typing (Eng.) 45wpm From NTSCI.
- Three Months Certificate Course in Tally.

EXPERIENCE:-

- 2 Year Worked in Bharat Education Point as a Computer Operator.
- 3 Months Worked in Lok Nayak Bhawan (Directorate Of Enforcement) as a Data Entry Operator.
- 9 Year Worked in Getit Infoservices Pvt Ltd / Askme.com as Senior Executive since 2008.
- Presently Working in Saya Stationeries Pvt Ltd as an MIS Executive.

JOB PROFILE:-

- ✓ **DATA MANAGEMENT EXECUTIVE**
- *Contracts Reports for MIS Purpose with a daily flash Report.*
- *Flagged reports QA.*
- *Zero records QA.*
- *Category QA.*
- *Data Entry QA.*
- *Data Formatting & Sourcing.*
- *Monthly Reports with a complete Flagged Done Record Reports.*
- *Collect from all state Branch office Flagged cases Record Reports to prepare consolidate Report.*
- *Make Other Reports as an required by Manager.*
- *MS word work.*
- *Make sildes on Power point.*

EXTRA SKILLS:-

- *Expertise in Microsoft Excel.*
- *Expertise in Microsoft Word.*
- *Expertise in Microsoft Powerpoint*
- *Expertise in Email handling with Outlook Express.*
- *Proficiency in installation work & handling Operating Systems XP Window 2003 Window Vista & Window 7.*
- *Knowledge of handling Network& Internet.*

PERSONAL DETAILS:-

Father's Name	:	Sh. Rattan Singh
Date Of Birth	:	15th Nov. 1985
Nationality	:	Indian
Religion	:	Hindu
Sex	:	Male
Language Known	:	English & Hindi
Hobbies	:	Playing Chess & Listening Music

Date.....

Place-New Delhi

KARTIK