**ABHAY KUMAR SINGH**

Address: Awana Niwas, Noida sec-34

Mobile: 9971993668

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**CAREER OBJECTIVE**

To be associated with a progressive organization that provides a learning environment for enhancing knowledge and contributing to the growth of the organization with full commitment, as a part of the organization.

**PROFESSIONAL EXPERIENCE**

**Company- Somya Translators Pvt. Ltd.**

* Designation- SPC-II
* Tenure-Oct, 2019 – April 2020
* Responsibility-

1. Coordinate with Linguist and Project Managers for successful execution and management of projects.
2. Analyze and process the translated related data using SQL query, Store Procedure, View and translated CAT tools.
3. Track project progress in terms of time, quality and cost and preparing report on excel using Vlookup, Sumif, Countif, Index-Match, Conditional Formatting, Chart, Data Validation, Pivot, Dashboard, Summary report for the same.
4. Co-ordinate with Teams to create, implement and maintain appropriate client or specific procedures, solutions, checklists and instructions.
5. Generation of Financial Report, Project Status Report Weekly Summary report with the help of Excel.
6. Resolve questions and issues within SLA (in weekend too) and effective manner for linguist and internal team.
7. Responsible for data flow from Source to Target and transformation of data with required information, ensuring that projects meet quality, turn-around time and budget expectation.
8. Generation of reports on Daily, Monthly and Annually basis.

**. Project Coordinator at Surya Academy (April 2015- Feb 2018).**

Work as registrar at coaching Centre. Responsible for fees collection, Printing assignment paper, Model paper etc.

Maintaining attendance, fee status, Student’s detail, generate student’s test’s performance summary reports on Excel.

Supervising students’ development by evaluating their progress reports.

Developing and enforcing strategies related to academic procedures.

Generation of reports on daily, monthly and annually basis

**EDUCATIONAL QUALIFICATION**

* **Graduation** in **B.TECH (ECE ENGG.)**with aggregate **73%** from RGTU (Bhopal) in 2012.
* **12th**with aggregate **69%** from D.A.V Public School (**C.B.S.E**), Singrauli (M.P) in 2007.
* **10th**withaggregate **67%**from Delhi Public School (**C.B.S.E**), Singrauli (M.P) in 2005.

**CERTIFICATION**

* Certificate Training (Internship) in Advance Excel & VBA / Macros Programming at SLA CONSULTANTS INDIA, Delhi for a period of 6 months.

**KEY SKILLS**

* Proficient in Advance Excel & VBA / Macros Programming.
* Proficient in SQL queries and tools like SQL Server management studio.
* Good Knowledge in MS Outlook, MS Word, MS PowerPoint and CAT Tools.
* Attention to detail & ability to work in a time sensitive environment.
* Goal oriented, competent and strong technical and analytical skills

**PERSONALITY TRAITS**

* Honest and self-confident.
* Dedicated and hardworking.
* Strong learning skills.

**PERSONAL DETAILS**

**Father's Name:** MR. RAMA SHANKAR SINGH

**Gender:** Male

**Nationality:** Indian

**Languages known:** English, Hindi

**Mobile number: 9971993668**

**DOB- 25-Oct-1989**

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Noida ABHAY KUMAR SINGH