# CURRICULUM-VITAE

GURMEET SINGH

## Correspondence Add:

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## Objective

To work in a company where I can grow, work hard and enhance my skills.

To focus on team building, quality, time profitability and sense of work ownership.

## Educational Qualification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.No | Class/Course | Board/University | Passing Year | Obt. Marks  /Total Marks | Percentage/ Grage |
| 1. | Matric | Punjab School Education Board | 2007 | 318/650 | 48.56 |
| 2. | Sen. Sec. | Punjab School Education Board | 2009 | 257/450 | 57.00 |
| 3. | DCA | Vinayaka Mission University | 2010 | 351/600 | 58.5 |
| 4. | B.Sc. IT (LE) | Vinayaka Mission University | 2012 | 770/1200 | 64.16 |
| 5. | DIT | Global Career Makers Foundation | 2013 | 572/800 | A++ |
| 6. | PGDCA | Vinayaka Mission University | 2014 | 486/700 | 69.42 |
| 7. | Punjabi Typing | Bhasha Vibhaag, Punjab | 2015 | 37 Words per minutes | A |
| 8. | Punjabi  Shorthand | Bhasha Vibhaag, Punjab | 2015 | 80 Words per  minutes | A |
| 9. | Punjabi  Shorthand High Speed | Bhasha Vibhaag, Punjab | 2015 | 80 Words per minutes | A |

**Technical Qualification**

* **PLATFORMS** Window 98/2000/2007/2008/xp.
* **PACKAGE** Microsoft word, Window 2000, Microsoft Excel, Microsoft Power Point, Email & Internet, Coral Draw / Photoshop.

## Experience

* Presently working as Assistant Instructor at Global Career Makers Foundation (Govt. Regd.), Kotkapura from April 2018.
* Worked as Data Entry Operator at Seva Kendra Khara (Faridkot) from February 2017 to December 2017.
* Worked as Data Entry Operator at Seva Kendra Machaki Kalan (Faridkot) from November 2016 to February 2017.
* Worked as Clerk cum Data Entry Operator at Global Career Makers Foundation (Govt. Regd.), Kotkapura from August 2014 to October 2016.

## Personal Skills

* + Ability to grasp new ideas and integrate them into desired results.
  + Strong interpersonal skill and positive work ethic.
  + Enjoy working as a team member as well as learning new tasks.
  + Organized and remains calm in stressful situations.
  + Self motivated and self-starter who applies individual initiative to get the job done.
  + Cost conscious ,positive Thinking, Effective Communicator

## Personal Details

Father’s Name : S. Suba Singh

Date of Birth : May 10th, 1992

Marital Status : Single

Languages Known : English, Hindi & Punjabi

Interest : Listening Soft Music, Surfing Internet

More details, if required shall be gladly supplied. Date:

Place:

Yours Sincerely



## (GURMEET SINGH)