

CV

Kuldeep Singh

Gali no 05, Kalyan Nagar, Thanesar
Tehsil: - Thanesar
District :- Kurukshetra
Email:- Kuldeep.jangra1596@gmail.com
Contact: - 9068236382

Objective:

To enhance my knowledge and capabilities by working in a dynamic organization that prides it in giving substantial responsibility to new talent.

Personal Information:

❖ Father's Name	:	Sh. Natha Ram
❖ Date of Birth	:	15-09-1996
❖ Religion	:	Hindu
❖ Domicile	:	Haryana
❖ Nationality	:	Indian
❖ Martial Status	:	Single

Qualification:

- ❖ Matriculation from H.B.S.E with 76.4%.
- ❖ 12th (Non-Medical) Passed from H.B.S.E with 65.8%.
- ❖ Graduation from Kurukshetra University Kurukshetra.

Other Skills:

- ❖ Diploma in Computer Application. (DCA)
- ❖ Three-month Tally course.
- ❖ Hindi and English Typing knowledge.

Technical skill:

- ❖ Software Package:- Microsoft Office (Word, Excel, Power point)
- ❖ Operating system:- Windows, Printers

Job Profile:

- ❖ Oversee overall clinical operation and maintaining the related document accurately by collecting the data and submitting to the sponsor.
- ❖ Analyzing and reporting the Trial related information/data to sponsor and communicating between PI, CRA and sponsor.
- ❖ Verifying the source data/document and other trial record are accurate, complete and maintained.
- ❖ Coordination and Planning of budget, People and time management.

Experience:

- ❖ Four-year experience as a Computer operator at Sonu Cable Network Cheeka.
- ❖ One year experience as a Computer Operator on contract basis in Sub Div. Hospital Guhla.

Hobbies:

- ❖ Use computer.
- ❖ Networking.
- ❖ Play Chess.

Languages:

- ❖ English.
- ❖ Hindi.
- ❖ Punjabi

Carreer Objective:

To be associated with a progressive organization that provedes an appportunity for a challenging and rewarding career by applying my knowledge, skills and potential in this professional. I would also like to make postive contribution toward your organization with promoting team spirit and own professional growth.

Date.....

Kuldeep Singh