**RUBY SINGH**

ADDRESS: 4, BALMIKI MARG, LAL BAGH, LUCKNOW-226001

MOBILE NO: -8960325616, 8353969717

E-MAIL ID: -rubysingh357@gmail.com

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**CARRIER OBJECTIVE**

To work in challenging environment in the organization and contribute the best

towards the progress of the organization through my knowledge, skill and will to excel.

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**PROFESSIONAL EXPERIENCE**

I) 01st April, 2015 to Present: **Sahu Agencies Pvt. Ltd**. (An ISO 9011-2008 certified company)

(Deals In Electronics Goods)

(Head office, Lucknow)

**DESIGNATION**: Operations Executive

**ROLES & RESPONSIBILITIES**

* Dealing with the various companies (Godrej, IFB, Hitachi, LG, Lloyd, O General, Voltas) service division heads.
* Forwarding the details of each of the customer to the related company on daily basis and ensuring that they will get the proper demonstration and installation of the product they purchased.
* Handling customer’s grievances and proving them the relevant solution.
* Ensure to provide the best service to the customer.
* Dealing with the employees of all 11 branches and warehouse .
* Generating the MIS report of sales on daily basis.
* Verifying cartage of all the products movement (delivery & transfer).
* Working on TATA SKY’S EVD portal.
* Preparing the dealers reports of tata sky on daily basis.
* Billing tata sky recharge and tata sky kits.
* Allotting the AC installation to technicians.
* Dealing with the all AC technicians and co-ordinating with them.
* Preparing various MIS data for Management.
* Working on ERP Software.

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II) 31st March 2013 to 31th MARCH 2015: **Naukri Solutions** (Placement Firm)

(Head office, Lucknow)

**DESIGNATION:** HR Executive

**ROLES & RESPONSIBILITIES**

* Handling various job portals (Naukari , Shine, Carier Builder, Monster) and working on them.
* Co-ordinating with employer and meeting their requirement.
* Co-ordinating with candidates and arranging the interviews according to their profiles.
* Posting jobs on various job portals/website.
* Fetching the details of candidates interested in the posted jobs.
* Attending the job fairs organised by the different colleges.
* Handling the Just Dial account.
* Generating the payment bills.
* Dealing with the collection boy.
* Maintaining candidates data.

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III) 1st July, 2012 to 28th February, 2013: **Karvy Data Management Services Limited**

(Head Office, Lucknow)

**DESIGNATION**: CCI (Charge Center Incharge/ Technical Support Officer)

**ROLES & RESPONSIBILITIES**

* Handling the entire center.
* Maintaining the records of various zones/ areas.
* Tracking & follow up of Supervisors.
* Handling supervisors and data entry operators.
* Converting TIFF image to JPEG format.
* Loading data into hand held devices/tablets of data entry operator.
* Taking back processed data from hand held devices/tablets of data entry operator.
* Co-ordinating with the project manager.

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**EDUCATIONAL QUALIFICATION**

* **Graduation:** B.Tech. in Computer Science & Engineering from Aryavart Institute of Technology & Management in 2012.
* **Senior Secondary:** From Lal Bagh Girls Inter College in 2008.
* **Secondary:** From Lal Bagh Girls Inter College in 2006.

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**TECHNICAL SKILLS**

* OS Environment: Windows, Cent OS (Linux), MS-DOS
* General: MS OFFICE (Word, Excel, PowerPoint), Internet Browsing
* Application Software: ERP
* Diploma in Computer Applications (DCA).

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**PERSONAL SKILLS & STRENGTHS**

* Responsible Person
* Willingness to learn
* Self Motivated Person
* Logical Thinking
* Smart and Hard Working

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**PERSONAL DETAILS**

FATHER NAME: - Mr. Naresh Singh

MOTHER NAME: - Mrs. Sarla Singh

DATE OF BIRTH: -10/10/1991

GENDER: - Female

MARITAL STATUS: -Single

NATIONALITY: -Indian

LANGUAGE KNOWN: - English & Hindi

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**DECLARATION**

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

Date: -

Place: - Lucknow

**RUBY SINGH**