

CURRICULAM VITAE

VINAY SINGH

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Address: P-1/08, Sultanpuri, New

Delhi-110086(North - West)

ACADEMICS		
EXAMINATION	BOARD / UNIVERSITY	YEAR
Intermediate	C.B.S.E.	2009
High School	C.B.S.E.	2012
Graduation 2nd Year (B. A. Program)	Delhi University (SOL)	2018

❖ EXPERIENCE

1 Years 09 Months (May 2016-Feb 2018) IN

1:- Paras Dress Material and Paras Fab (Firms)

* **Boss Assistant**; Daily Workings Reports, Customers Queries , Meetings , phone calls etc.

* **Account Assistance** ; Account Tally Matching , Files Checking , Bills Checking, etc.

* **Administration** ; Office Maintenance , Office Staff Management etc.

* **Office Ordinator** ; Customers Queries, Orders Picking And Delivery Reports, Payments etc.

06 Months (Mar-Sep, 2018)

2:- Quess (Ikya Human Capital Solutions limited) (Bajaj Finserv)

- *Role_Sales Executive*

04 Months (Jan-Apr, 2019)

3:- Edunetwork Pvt ltd(Rentomojo)

- *Role_Relationships Manager*

09 Months (Jun 2019-Mar, 2020)

4:- Own Retail Business

- *Role_Owner, Sales Executive*

STRENGTH

- Ability to work in a team with diverse backgrounds.
- Determination, dedication, and discipline.
- Willing to learn and adapt to new opportunities and challenges.

PERSONAL DETAILS

Father's Name	Tilak Singh
D.O.B	21/Sep/1990
Nationality	Indian
Sex	Male
Marital Status	Unmarried
Hobbies	Listening to songs , Dancing, Acting, Cooking .
Languages known	Hindi, English,
Skills	Really For Challenges, Well Leadership Quality , Self Motivated , Motivating Power , Creativity, Strong Will Power ,Positive Attitude

DECLARATION:

I hereby solemnly declare that all the information given here are true and authenticated to the best of my knowledge and belief. I am also aware that providing false information or fake documents can lead to cancellation of my candidature for the post applied for.

Date : / /2020
Place : DELHI

VINAY SINGH