

## TAJENDER SINGH

**Current Address*:***

# 383/5 MOHAN NAGAR NEAR GITA NIKETAN SCHOOL, KURUKSHETRA.(Haryana)

***Phone no:***+91-7988936700

Email: - tajender\_singh143@yahoo.co.in

**Objective:**

**●**To get the challenging job in an organization where I can acknowledge raising the reputation and optimum output by using my personal aptitude.

# WORK EXPERIENCE

3 Y 8 M Work Experience As Computer Clerk (Assistant) on contract basis Agriculture Department Govt. of Haryana.

**●**3 months work experience as Store Supervisor in Nigeria, Africa Steel Metal (Lagos).

#### **●**2 years work experience As Mis Cordinator in VOICE NETWORK Airtel Prepaid Distributors office Kuruksehtra.

**●** 4 Years Work Experience As Store Incharge keeping & maintain records of Godown at Airtel Prepaid Office at Ambala.

#### **●**8th Month work experience in N.I.C (National Informatics Centre) Kurukshetra as Office Assistant.

#### **●** Stock Reconciliations at Month End for Stock Lying At Godown.

#### **Qualification:**

***Academic:***

**●**10th from Board of School Education, Bhiwani (Haryana)

**●** 12th from Board of School Education, Bhiwani (Haryana)

Office Secretary Ship Stenography English (Vocational Institute.)

**●**Graduation. from Kurukshetra University.

**Computer Skills:**

**●** MS Office & Basic Knowledge of Computer.

**●** One Year Diploma in Computer Application from Government institute.

**Languages Known:**

**●** English, Hindi.

**Strength:**

**●**Self Decisive, Sportsmen Ship, Motivator, Hardworking, Understanding, Listing Power, Truthful, Fun Loving and Humorous, Quick learner.

**Hobbies:**

**●** Reading Books & Newspaper.

**●** Traveling.

**●** Sports.

**●** Listening Music.

**Other Activities:-**

**●** Participate in Singing Competition On MH-1 Punjabi Channel Awaj Punjab Di Season-05 & Selected 4th level Entry.

**●** Win Silver Medal in the competition of KARATE Championship National Level in Shimla (H.P)

**Personal Information:**

**● Date of Birth:** 31 March 1983

**● Father Name:**  Late Sh. Amar Nath

**● Nationality:** Indian

**● Passport No:** H2377500

**● Location Preference:** NIL

**● Permanent Address:** # 383/5 Mohan Nagar near Gita Niketan School, Kurukshetra-136118, Haryana

I hereby declare that all statements made herein above are true, complete and correct and are not false and misleading.

Signature: -

(Tajender Singh)