

# CURRICULUM-VITAE



Shweta Singh  
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## Career Objective:-

To work with the organization providing dynamically stimulating environment as well as offering opportunities and Challenges to further develop my potential to its optimum.

## Educational Qualification:-

- Graduation completed (B.A) from Lucknow University in year 2008.
- Intermediate Examination from U.P. Board in year 2005.
- High School Examination from U.P. Board in year 2003.

## Professional Qualification:-

- One year Advance Diploma In Computer Application. (ADCA)Lucknow.
- Able to type on computer/typewriter (English).

## Working Experience:-

- Worked as a computer operator as **Super Visor** with **STA CREDIT EXPERTS PVT. LTD.** LKO. (for HDFC TW & BAJAJ TW product) from Nov'2009 till Nov'10.
- Worked with Bajaj Probiking two wheeler company as a front office executive from Dec'10 till Dec'11.
- Working with Maruti Suzuki as Customer Care Executive from Jan'11 till Nov 2013.
- Working with Bajaj Finance Pvt. Ltd as a Credit Assistant from Nov 2013 till Dec 2017.
- Working with Bajaj Finserv in (Professionals loan Department) as a sales executive from Jan 2018 till Dec 2018.
- Working with Bajaj finance Pvt.Ltd as a (Asm coordinator)from June'2019 till Jan'2020.

**Interest & Hobbies:-**

- Listening to music
- Singing & dancing

**Strength:-**

- Good Communication Skills
- Punctuality
- Hard working
- Honesty

**Computer Skills:-**

- Operating System: Ms Windows 98, XP professional, 2000

**Computer Literacy:-**

- Basic computer knowledge
- Page maker
- Ms. Dos
- Internet Browsing
- Ms Office

**PERSONAL INFORMATION:-**

<b>Husband Name</b>	:	<b>Puneet shingari</b>
<b>Date Of Birth</b>	:	<b>14th oct 1988</b>
<b>Nationality</b>	:	<b>Indian</b>
<b>Gender</b>	:	<b>Female</b>
<b>Marital Status</b>	:	<b>Married</b>
<b>Languages Known</b>	:	<b>English, Hindi</b>

**DECLARATION:-**

The above statements are true to the of my knowledge and belief.

Place: - (KANPUR)

Date: -

(SHWETA SINGH)

