**PRIYA SINGH**

10/102, Swapnapurti building,Jiwalapada,

Thakur Village, Kandivali East, Mumbai-400101.

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**Objective**:

To understand each phenomenon practically using all my skills and seek an opportunity for continuous learning.

**Work Experience:**

* **Wellbee Healthcare Diagnostic Center**- I have been working with this company for past one and a half years as a Back-end Executive reporting to the MD. I have also been part of the Techinical team for handling all the on-site jobs and supporting the team throughout this time.

**Responsibilities Handled:**

* Organizing and maintaining diaries and making appointments.
* Dealing with incoming emails and corresponding
* Ensuring that all confidential and sensitive information is securely handled.
* Manage calendars, set up meetings, make travel and accommodation arrangements.
* Format information for internal and external communication
* Preparing minutes, communicating meeting reminders, confirming venues, and arranging refreshments.
* Developing and maintaining office systems, including data management and filing.
* Good leadership qualities

**Educational Synopsis:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **University/ Board** | **Year of Passing** | **Percentage (%)** | **Class** |
| Pursuing B.E in computer | IDEAL institute of technology | Mumbai university | pursuing |  | Last Year |
| Diploma in Computer Engineering | Thakur Polytechnic | Maharashtra state board of technical education | 2016 | 68.44 | First Class |
| S.S.C. (X) | Thakur Shyamnarayan High School | Maharashtra State Board | 2010 | 76.91 | Distinction |

**Project worked on during academics:**

* State level technical paper presentation in Dr.D.Y. Patil Polytechnic
* 2nd National level Project cum Poster Presentation in Universal College of Engineering
* Diploma Final Year Project: Optical Character Recognition

**Personal Details:**

Father Name: Arvind Kumar Singh

Date of Birth: 4TH March 1996

Conversant in: English and Hindi

**PRIYA SINGH**