**CURRICULUM VITAE**

**KIRTI SINGH** Email:kirtisingh894@gmail.com

Mob No-8750345978

|  |
| --- |
|  |

**CAREER OBJECTIVE:**

To meet challenges and to grow with the opportunities to enrich my knowledge and skills while contributing best of my efforts to the organization for its progress and betterment. Intent to build a career which help to explore myself fully and realize my potential. To take up a challenging career which offer continuous opportunity to move up on the ladder and be the part of a team in achieving the required objectives.

**PROFESSIONAL QUALIFICATION:**

* Diploma in Information Technology (DIT)
* Diploma in ERP (Financial Accounting) using Tally

**ACADEMIC QUALIFICATION:**

* Pursuing **M.Com** from **IGNOU**.
* **B.Com** passed from Delhi University.
* **Intermediate** passed from CBSE.
* **High School** passed from CBSE.

**WORK EXPERIENCE:**

* One year as Receptionist cum Computer Operator in JD Academy.
* 6 months as CSA in Radiate E Services Pvt. Ltd.

**STRENGTH:**

* Team Sprit, Task Focus
* Result Oriented, Positive Attitude
* Good communication skills

**PERSONAL DETAILS:**

* Father’s Name : Mr. Vinay Kumar Singh
* Date of Birth : 27th May, 1995
* Language Known : Hindi & English
* Marital Status : Unmarried
* Hobbies : Playing Badminton & Listening Music
* Address : D-340(A),Lajpat Nagar, Sahibabad,

Ghaziabad, U.P.

**DECLARATION:**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date:

Place: Kirti Singh