

# **CURRICULUM-VITAE**

## **CHAMAN SINGH**

H. No. 359/1 , Munirka Village  
New Delhi – 110067  
Contact No. +918826869013  
Email Id: rohitchemni@gmail.com

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### **CAREER OBJECTIVE:**

Through some reliable sources, I have come to know that there are requirements of candidates for various positions in your esteemed organization. I would like to present my resume for a suitable position and expecting your favorable consideration.

### **ACADEMIC QUALIFICATION:**

- High School passed from CBSE Board Uttarakhand in the Year of 2008.
- Intermediate passed from SOL Delhi in the Year of 2012.
- B.com from D A V (PG) College Dehradun in 2016.

### **PROFESSIONAL QUALIFICATION:**

- Six month of course Computer Applications from CCTR Lado Sarai, New Delhi -110030.
- Three month Certificate Course in Advance Excel from F-TEC Munirka New Delhi -110067.

### **WORK EXPERIENCE:**

- Worked as Computer Operator cum Office Assistant with **Jagdish Chand & Co. (Chartered Accountants)** in Green Park, New Delhi-110016 (June, 2013 to June, 2015).
- Currently working with **My Heera Infoline (India) Pvt. Ltd.** as Data Operator in East of Kailash, New Delhi-110065 (June, 2015 to Till date).

## KEY RESPONSIBILITIES:

- Managing the Monthly, Weekly & Daily Report creating in Ms Excel.
- Extensive usage of MS Excel (Aggregate Function, V-lookup, Data Validation, Conditional Formatting, Pivot table).
- Handle to all type Excel work with formal and formatting all type MS Excel and MS Word report.
- Maintain salary register in MS Excel and Documentation and filing.
- Online search data and prepare Excel Sheet.

## WORKING KNOWLEDGE:

- Computer Skill- MS Word, MS Advance Excel, MS Access, MS Power Point, Notepad & Internet.
- Typing Speed – 45wpm.
- Basic Knowledge of MySQL.

## STRENGTH:

- To accept challenge with relative cases and to work as a team.
- I am confident of handling the job with sense of complete responsibility.
- My positive attitude towards my work.

## PERSONAL DETAILS:

Father's Name	:	Shri Hoshiyar Singh Panwar
Date of Birth	:	10 <sup>th</sup> July, 1990
Marital Status	:	Unmarried
Gender	:	Male
Language Known	:	Hindi, English
Nationality	:	Indian

Date:-

Place:- New Delhi

**(Chaman Singh)**